

## JOB DESCRIPTION

TITLE EXECUTIVE SECRETARY TO THE SUPERINTENDENT

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Basic computer skills required. Knowledge of Microsoft windows including word processing, electronic spreadsheets, E-mail, etc. Professional dictation, typing and editing skills required. Understanding of standard office equipment (telephones, dictation equipment, FAX and copying machines, typewriters, calculator, etc.)
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee

shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment**      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO**              Superintendent

#### **GENERAL RESPONSIBILITIES**

1. Assumes responsibility for all general and specific functions related to the operations of the Office of the Superintendent.

#### **SPECIFIC RESPONSIBILITIES**

1. Provides secretarial assistance to the Superintendent to include dictation and transcription, typing of correspondence, speeches, leaves of absence and purchase order requisitions, scheduling of appointments and administrative meetings and processing of confidential information for the Superintendent.
2. Establishes and maintains an organized and comprehensive filing system.
3. Accepts, receives and directs incoming calls from staff and public.
4. Assimilates and prepares payroll reports to include validation and reporting to the Payroll Department on a timely basis.
5. Coordinates travel arrangements; to include preparation of leave forms and purchase order requisition for registration and/or fees due, scheduling of hotel accommodations, flight reservations and vehicle lease, when applicable, and subsequent submission of reimbursement claims.
6. Assumes responsibility for issuing student case numbers to the Assistant Superintendents for the purpose of suspension or expulsion. Coordinates and maintains case files.
7. Maintains a comprehensive and working knowledge of computer systems and programs to include, but not limited to: WordPerfect, e-mail, TERMS programs, e-agenda, and Microsoft Office including Power Point.
8. Transmits and receives facsimile information.
9. Provides notarial functions as required by the School Board Attorney, Superintendent, School Board members and district administrative staff.
10. Establishes and maintains Administrative Bulletins.

11. Monitors maintenance of office equipment, including copier, provides assistance for appropriate use of copying equipment, facilitates equipment service requests and provides report of copier use to the Business Office on a quarterly basis.
12. Maintains the internal accounts utilizing the Manatee Accounting Software system.
13. Accesses, inputs and retrieves information and data from a computer.
14. Provides coverage of the Board and Superintendent's office areas as required.
15. Performs other duties as assigned.