

## JOB DESCRIPTION

### Fayetteville City School System

#### CENTRAL OFFICE SECRETARY

##### Purpose Statement

The job of Central Office Secretary was established for the purpose/s of providing a variety of secretarial support to assigned administrator and department, establishing and maintaining department records, tracking departments funds, grants and purchasing, compiling reports, ensuring compliance of department records with mandated requirements; establishing and maintaining positive interactions; and monitoring assigned projects and/or program components.

This job reports to Director of Schools.

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##### Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. arrangements for conferences, meetings, travel requirements, equipment reallocation, certificate renewals, new teacher orientation, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Interacts with internal and external persons (e.g. phone, email, in person, etc.) for the purpose of receiving and/or conveying information.
- Maintains a variety of manual and electronic documents, files and records (e.g. department databases, calendars, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guideline and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors a variety of activities (e.g. budget and program expenditures, certifications, employee complaints, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Prepares a variety of correspondence, reports and other materials (e.g. grant applications, budget reports, surveys, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrator(s) and department staff for the purpose of providing assistance with administrative functions.

### **Other Functions**

Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: spreadsheets, project management processes; business telephone etiquette; common office machines; and concepts of grammar and punctuation and office application software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and displaying adaptability/flexibility.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Clearances:** Criminal Justice Fingerprint/Background Clearance.

**Education:** Targeted job related education that meets organization's prerequisite requirements.