

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

EXECUTIVE SECRETARY II

QUALIFICATIONS:

- (1) High School Diploma or equivalent with post-secondary business secretarial skills training or equivalent work experience.
- (2) Minimum of eight (8) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.
- (4) Must be able to type at least sixty-five (65) correct words per minute.
- (5) Computer proficiency in word processing, page layout programs, spreadsheet and database programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support Supervisor. Extensive knowledge of the organization, operation, program and goals of the department. Knowledge of federal, state and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics and financial functions. Ability to exercise independent judgment in assigned duties and deal effectively with school system personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to conduct business in a courteous and professional manner. Ability to perform required bookkeeping tasks.

REPORTS TO:

Superintendent / Designee

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of Executive Secretary and to ensure the smooth efficient operation of the office.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EXECUTIVE SECRETARY II (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 5

EXECUTIVE SECRETARY II (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- * (2) Perform clerical duties required by activities and functions of the department, including preparing and sending correspondence, receiving and routing incoming / outgoing mail, setting up and maintaining files, preparing, processing and submitting required agenda items, reports, forms, grants, records, workshop preparation and other assigned projects.
- * (3) Make travel arrangements and prepare itineraries.
- * (4) Perform financial duties required by the activities and functions of the program / project.
- * (5) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- * (6) Develop materials for use in presentations, conferences and workshops.
- * (7) Compile background data and information on issues and / or topics as requested.
- * (8) Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and department responsibilities as directed by Supervisor.
- * (9) Establish procedure files and answer questions as appropriate.
- * (10) Prepare department materials for School Board meetings.
- * (11) Provide miscellaneous clerical services for various Boards and committees on which the Supervisor serves.
- * (12) Maintain accounting procedures related to special programs including cost accounting, vendor, expenditures, vouchers, and checks.
- * (13) Provide technical assistance to schools and other departments.

Employee Qualities / Responsibilities

- * (14) Maintain a courteous and professional manner.
- * (15) Maintain positive effective working relationships with school districts, school personnel and co-workers.
- * (16) Maintain confidentiality.
- * (17) Use positive and effective interpersonal communication skills.
- * (18) Report to work regularly and on time.
- * (19) Keep Supervisor informed in a timely manner.
- * (20) Participate in training to update and increase skills.
- * (21) Complete assignments with little or no supervision.

System Support

- * (22) Organize office to obtain maximum efficient operation.
- * (23) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (24) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (25) Interact positively with multi-districts and / or multi-agencies.
- * (26) Assist in training and supervising any clerical personnel as directed by Supervisor.
- * (27) Demonstrate organizational skills by performing many tasks simultaneously.
- * (28) Demonstrate support for department and District goals and priorities.
- * (29) Serve on strategy teams, task forces and committees.
- * (30) Serve as liaison to Department of Education on matters related to assigned responsibilities.
- * (31) Assist other departments by providing secretarial / bookkeeper services as part of collaborative effort when needed.
- (32) Perform other duties as assigned.

*Essential Performance Responsibilities