

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent with post-secondary business secretarial skills training or equivalent work experience.
- (2) Minimum of eight (8) years successful experience in secretarial services.
- (3) Must be able to type at least sixty (60) correct words per minute, take and transcribe dictation and use recording equipment and transcribing machines.

#### KNOWLEDGE, SKILLS AND ABILITIES

Demonstrate knowledge of Florida School laws, State Board of Education rules and School Board policies. Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, program and goals of the District. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District 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 answer telephone calls in a courteous and professional manner. Ability to perform required bookkeeping tasks.

#### REPORTS TO:

Superintendent or District Administrator

#### 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 Superintendent's office and School Board.

#### 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.

#### EVALUATION:

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

**EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)**  
**Job Description Supplement No. 05**

**EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Handle the Superintendent's mail, including preparing drafts of responses for signature and routing correspondence.
- \* (2) Maintain the office files.
- \* (3) Ensure that student accident claims are appropriately routed and maintain accident files.
- \* (4) Take and transcribe technical and confidential correspondence, records and reports.
- \* (5) Maintain the Superintendent's calendar including appointments, travel, deadlines, and commitments.
- \* (6) Receive, transfer, and record all funds received through the Superintendent's office and prepare accurate records for audit.
- \* (7) Develop materials for Superintendent's use for presentations, conferences, and workshops.
- \* (8) Compile background data and information on issues and/or topics as requested by the Superintendent.
- \* (9) Attend all School Board meetings and assist the Superintendent as Secretary to the School Board in maintaining minutes and other records.
- \* (10) Prepare and process legal advertisements, public notices, and agendas for meetings, hearings and workshops of the School Board.
- \* (11) Prepare legal advertisements for bidding and issue bid numbers.

**Employee Qualities/Responsibilities**

- \* (12) Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
- \* (13) Carry out assignments with little or no supervision.
- \* (14) Maintain a courteous and professional manner.
- \* (15) Maintain confidentiality
- \* (16) Demonstrate positive and effective interpersonal communication skills.
- \* (17) Submit accurate reports in a timely manner and maintain all appropriate records.
- \* (18) Adhere to high standards of punctuality and regular attendance.
- \* (19) Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

**System Support**

- \* (20) Receive and route telephone calls and answer questions that may involve interpretation of policies, procedures and operation of the District.
- \* (21) Receive, log and route all mail received by the Superintendent's office in addition to reviewing and answering correspondence as directed by the Superintendent.
- \* (22) Assist the Director of Facilities with the coordination of the telephone systems for the District.
- \* (23) Prepare contracts for buildings and contents, fleet, liability and worker's compensation and insurance.
- \* (24) Perform other duties assigned.

\*Essential Performance Responsibilities