



Job Description

Senior Executive Secretary

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 240 Days

Experience Required: Five (5) years related work experience with increasing levels of responsibility.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Office of the Superintendent

Direct Supervisor: Superintendent

Primary Work Location: Office setting.

Certification: None.

Job Summary: Performs highly responsible, sensitive, and confidential administrative and secretarial functions primarily for the Board of Education and the Superintendent.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Collaborate with Superintendent and Board of Education President
- Support PR Director and other Directors as needed
- Complete purchase orders and vouchers; place orders and sort orders.
- Collaborate with other administrators and support personnel, management, clients, legislators on a regular basis as it pertains to communication with the superintendent.
- Register superintendent, board members and educators for conferences; make all travel arrangements including air travel and hotel; complete travel reimbursements.
- Coordinate District Wide and Central Office Events such as Holiday & Retirement Receptions
- Be present at all regular and special Board meetings and, at the request of a committee chair, attend committee meetings.
- Keep accurate records of Board member attendance at Board meetings and inform the Board when a member has missed three consecutive regular meetings.
- Maintain complete and accurate minutes of all regular and special Board meetings and maintain other records of the Board in accordance with the requirements of Missouri law.
- Implement the Board member election process, including posting required notices, accepting filings and submitting candidate names to the election authority.
- Maintain the records of all Board elections, including the election of Board members and the results of all propositions submitted to voters.
- Administer oaths or affirmations unless the duty is delegated to another person by the Board or by law.
- Post all notices required by law or as directed by the Board or the superintendent acting on behalf of the Board.
- Preside at Board meetings in the absence of both the president and vice president of the Board unless and until the Board appoints another member to serve as a temporary chair.
- Issue and/or sign, attest to or certify reports, orders and official documents when such are required by law or as directed by the Board.



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- Unless this duty is assigned to another district official, maintain a correct plat map of the district boundaries and notify the Department of Elementary and Secondary Education (DESE) and the county clerk of any boundary changes.
 - Receive correspondence and official notifications directed to the Board and distribute to all Board members.
 - File the annual secretary of the Board report (ASBR) in accordance with law.
 - Perform all duties in a manner that maintains the trust of the Board and the confidentiality of information received in the course of performing these duties.
 - Perform such additional functions as may be required by law or authorized by the Board either directly or through the superintendent.
 - Complete tasks for other administration or departments as needed.
 - Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Standard policies and procedures in academic environment.
- Standard administrative and clerical procedures and systems.
- Formats for correspondence, reports, records, and files for assigned department.
- Proficient in Microsoft Office applications and general databases.
- District's functions and its relationships with local government and the community.

Skills

- Strong written and oral communications and relational skills.
- Strong interpersonal skills with tact and diplomacy.
- Strong organizational, managerial, and problem-solving skills with attention to detail.
- Good public relations and customer service.
- Typing 60 wpm.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Demonstrated discretion and confidentiality handling sensitive issues.
- Maintain workflow in a fast-paced environment.
- Maintain multiple projects simultaneously with deadlines and frequent interruptions.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date