

THE POLAND SCHOOLS
Secretary to the Superintendent
CONFIDENTIAL Employee in the Central Office

BASIC FUNCTION:

Under the direction of the Superintendent, the executive assistant provides responsible and confidential secretarial and administrative support services to the Superintendent and the Board of Education. The person in this position is highly visible and assists in establishing the proper atmosphere for the District's chief administrator.

DISTINGUISHING CHARACTERISTICS:

This position requires discretion, initiative and sound judgment as well as quality technical knowledge, the ability to provide a wide variety of executive secretarial duties, and skills to coordinate a high volume of administrative detail. Exhibit the ability to maintain strict confidentiality when required. Demonstrates tremendous ongoing ethical behavior. Focal person towards creating a warm and welcoming office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends to administrative details not requiring the immediate attention of the Superintendent
- Assists in the **conduct** of the administrative operations for the Superintendent
- Maintains and regulates appointment calendar for the Superintendent
- Arranges and schedules appointments, meetings, and travel arrangements for the Superintendent and the School Board
- Communicates advice and instruction from the Superintendent to others in the District office and at school sites
- Acts as public relations officer for the Superintendent and the District
- Drafts, prepares and distributes the final agenda with supporting materials and prepare conference room for Superintendent's Administrative meetings, Superintendent's meetings, Administration Leadership Team meetings and District office staff meetings
- Prepares minutes from the Board of Education meetings
- Receives calls and visitors and assists parents and community members with complaints and requests for services or information, referring them to the proper person for resolution
- Receives incoming correspondence, refers to appropriate staff for reply or action
- Monitors and updates regularly the District Web Site coordinator of public postings
- Maintain confidentiality of privileged and sensitive information related to negotiations and District actions
- Establishes and maintains personnel files as necessary Coordinates Human Resource distribution and collection and disseminates this information appropriately
- Gathers information and summarizes data pertinent to a variety of administrative and operational areas
- Creates monthly Board agendas, supervises the organization, coordination and distribution of agendas for the Board of Education meetings (includes appropriate notification to all media and web sites
- Provide assistance with office technology and communication systems
- Performs special assignments and related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Organization, programs, operations, procedures, specific rules and precedents of assigned office
- Principles and practices of accounting, record keeping, and data analytics
- Rules governing the District's purchase of materials, supplies, and equipment
- State Education Code and District policies and procedures
- Principles of public sector administration including the sunshine law
- Agenda preparation and distribution techniques
- Modern office practices, procedures and equipment
- Letter and report preparation techniques
- Data management, storage and retrieval systems
- Receptionist and telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office machines including computer equipment and assigned software
- Interpersonal skills including tact, patience and courtesy
- Technical specialty of office
- Collective Bargaining Agreements of PEA and OAPSE.

Ability To:

- Perform difficult, complex and confidential responsible clerical and secretarial work independently and effectively with little direction
- Prepare, review and distribute agendas as assigned
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Compose correspondence and other narrative material
- Assemble and compile data/information and prepare reports, including charts, graphs, and diagrams.
- Maintain complex files and records
- Understand, interpret and explain a variety of policies, procedures and technical written material and information
- Operate a variety of office equipment including a computer and typewriter
- Type and input data at a net corrected speed of 65 words per minute
- Receive and transcribe dictation
- Operate a computer to enter data, maintain records and generate reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines, setting priorities, and work well under pressure with attention to details.
- Make arithmetical calculations
- Use expertly a variety of computer applications, including word processing, database, spreadsheets, presentation and communications software (must know excel)
- Flexible, with an understanding of daily adaptability as situations arise. Personable, with a service attitude

EDUCATION & EXPERIENCE (minimum qualifications):

Associate Degree with a major in Office or Business Administration preferred.

Five to Ten years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions
- Numerous distractions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Seeing to read a variety of materials
- Hearing and speaking to exchange information in person and on the telephone
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to file materials

TERMS OF EMPLOYMENT:

Work Year: Twelve (12) months/ 260 days

10 Paid Holidays

Vacation schedule according to non-certified contract

The Poland Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, and any other status protected by law.