SCHOOL DISTRICT OF FLAGLER COUNTY
JOB DESCRIPTION

EXECUTIVE SECRETARY CONFIDENTIAL-SUPERINTENDENT SUITE

QUALIFICATIONS:
- (1) High School Diploma (Associate Degree preferred).
- (2) Experience with handling liability and worker's compensation claims.
- (3) Minimum of five (5) years progressively responsible secretarial and/or clerical experience, or advanced training beyond high school with three (3) years' experience.
- (4) Ability to work effectively with people.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible, complex and specialized administrative and clerical work. Working knowledge of basic office procedures and the operation of computers, office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy. Ability to deal effectively, courteously, and professionally with various stakeholders including students, parents, school and support personnel, Board Members and the general public. Work involves the application of independent judgment in the performance of assigned duties. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to maintain confidentiality.

REPORTS TO:

Assigned Administrator/Supervisor

JOB GOAL

To provide administrative support to Superintendent Suite staff and or Superintendent Cabinet while exercising judgment with the scope of authority so that he/she may devote maximum attention to educational and financial matters.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
- * (1) Provides administrative support to the administration of the school/department as follows:
  - Maximize utilization and effective management of the Superintendent's staff. To including Superintendent Cabinet's, School Safety Specialist's, and/or School Board's Attorney's time in a confidential and professional manner.
  - Review and abstract data and information for the Superintendent Cabinet and/or Superintendent's office staff.
  - Manage special projects as assigned by the Superintendent, Superintendent Cabinet, or School Board Attorney.

- * (2) Perform clerical duties required by activities and functions of the district/department including managing and maintaining executives' schedules, preparing and sending correspondence; assisting with public records requests; make travel arrangements for executives; preparing invoices, reports, memos, letters, financial statements, and other documents.

- (3) Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution and flag priority/sensitive correspondence in order

EXECUTIVE SECRETARY CONFIDENTIAL (Continued)

to expedite. Report regularly to assigned Administrator/Supervisor any developments or problems within the school system which may require the Superintendent's awareness or action.

* (4)   Perform financial duties required by the activities and functions of the department/district including maintaining supply inventory, purchasing equipment and supplies, assisting in preparation and maintenance of budget and other assigned projects.

* (5)   Answer phone calls and direct calls to appropriate parties or take messages. Greet visitors and determine whether they should be given access to specific individuals based on use of judgment, tact and sensitivity.

(6)   Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.

(7)   Schedule appointments for Superintendent Cabinet and Safety Specialist as needed. Coordinate inquiries/concerns for which staff members or parents are requesting appointments.

(8)   Set up and oversee administrative policies and procedures for department(s).

(9)   Arrange for employee training by scheduling training or organizing training material. Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.

(10)   Performs other duties as assigned consistent with the goals and objectives of this position.

(11)   Complete leave requests, travel forms, inventory records and maintenance requests as required.

(12)   Coordinate and oversee workers' compensation claims and liability claims from intake through conclusion and assist with other litigation cases as necessary.

(13)   Review on a monthly basis all workers' compensation claims activity.

(14)   Assist in documentation review, compilation, and submission of Social Security claims information.

(15)   Maintain confidentiality regarding school and workplace matters.

(16)   Work cooperatively with insurance providers and consortium organizations.

(17)   Act as liaison between the servicing agencies and the District to protect the best interest of the Risk Management Program.

(18)   Keep supervisor informed of potential problems or unusual events.

(19)   Respond to inquiries and concerns in a timely manner.

Employee Qualities/Responsibilities

(20)   Demonstrate initiative in the performance of assigned responsibilities.

(21)   Provide for a safe and secure workplace.

(22)   Model and maintain high ethical standards.

(23)   Follow attendance, punctuality and proper dress rules.

(24)   Maintain confidentiality regarding sensitive matters.

PHYSICAL REQUIREMENTS:

Medium Work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force 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:

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

*Essential Performance Responsibilities

Job Description Supplement Code 6
Flagler Schools Strategic Framework – Resources & Support Systems
Salary Lane: Professional CONF

Approved November, 2020