

ADMINISTRATIVE SECRETARY
(ASSISTANT SUPERINTENDENT)

REQUIRED QUALIFICATIONS

- High School diploma, G.E.D. or equivalent
- Five (5) years progressively responsible experience in an executive support role, preferably in a public school system

REQUIRED SKILLS

- Highly developed planning and organizational skills
- Excellent written and oral communication skills, including shorthand or other speed writing skills and creating original memos and letters; good filing skills
- Excellent computer/word processing skills, including use of graphics, desktop publishing, data bases, file management, and spreadsheet software, Internet and inventory systems
- Excellent human relations skills; ability to work effectively and cooperatively with others
- Accurate, fast typing
- Possess technical knowledge of governmental budget, payroll, property inventory control, and policies and procedures
- Possess thorough knowledge of the organization and functions of Volusia County Schools, school district policies and regulations, state and county government structure and operation
- Ability to work in a self-directed manner and able to exercise sound judgment in handling confidential or sensitive information and materials
- Ability to prepare materials for presentation
- Good research skills
- Ability to receive and relay messages and information accurately
- Flexibility of hours and dependable transportation to attend meetings beyond the normal work day

REPORTS TO Assistant Superintendent

SUPERVISES Support Staff as assigned

POSITION GOAL

To provide professional office and support services to the Assistant Superintendent(s) for Volusia County Schools

PERFORMANCE RESPONSIBILITIES

1. *Communicate effectively with parents and other community members, principals, district and school level personnel.
2. *Plan, assign, coordinate and monitor projects of data collection and compilation and prepare semi-technical reports on various projects.
3. *Schedule appointments and meetings and maintain the calendar of the Area Superintendent.
4. *Research and answer questions and concerns of the public, principals, employees, Board members, parents, other educational agencies, and specific state/federal agencies.
5. *Compose a variety of correspondence from incoming mail, instructions or notes, or compose replies based on previous experience with the instant subject and the school district.
6. *Advise and maintain an extensive and accurate departmental budget, including fiscal adjustments and amendments for all assigned schools when required.
7. *Coordinate and assist with the compilation and preparation of student data for administrative analysis.
8. *Prepare materials for numerous presentations, school board meetings, conferences, workshops, staff meetings, and goal setting retreats, including manuals and visual aids as needed. Attend these meetings for the purpose of record keeping and follow-up.
9. *Assist in assuring the accuracy of the material prepared for school board meetings.
10. *Assist in the preparation of materials and scheduling of grievances or complaints as related to the area.
11. *Coordinate and assist in support activities relating to the screening and selection of administrative personnel as designated.
12. *Advise and assist the Area Superintendent's district and school-based staff as needed.
13. *When applicable serve as lead secretary to assigned support staff providing ongoing assistance and guidance, coordinate duties and responsibilities, including but not limited to distribution of materials, maintaining extensive internal records; payroll and inventory reports, travel vouchers, filing, and log the Area Superintendent's mail, correspondence and event/situation(s) for the department.

VOLUSIA COUNTY SCHOOLS

Position Description

ADMINISTRATIVE SECRETARY (ASSISTANT SUPERINTENDENT)

- 14. *Routinely develop and deliver training and follow-up to support personnel regarding office procedures and other related topics.
- 15. *Maintain equipment inventory and procure office supplies.
- 16. *Make travel arrangements for Area Superintendent and Principals as needed.
- 17. *Assist in coordinating, dispersing and organizing information and artifacts for the Area Superintendent's portion of the District Comprehensive Plan (DCP).
- 18. *Process personnel performance appraisals and salary recommendations as directed.
- 19. *Assist in planning monthly support staff meetings.
- 20. *Coordinate, track and process requests delegated to the administrative staff of the Area Superintendent(s).
- 21. *Provide support services for special projects as assigned.
- 22. *Serve on district committees and task forces as assigned.
- 23. *Process all internal purchase orders including orders for the warehouse and outside vendors, as assigned.
- 24. *Assist in coordinating, executing and attending various district wide workshops and conferences, including preparing facility contracts, securing and communicating with consultants, monitoring financial expenditure and preparing materials.
- 25. *When applicable, update and maintain the Department's web page.
- 26. Perform other related duties as assigned by the Area Superintendent(s).

**Denotes essential job function/ADA*

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
10/14/97 8/8/00	Months: 12 Days: 250 Hours: 8.0 Tenure: No	District Schedule Level: 03	Bargaining Unit: 2 Title: 22105 DOE: 72090 Aides & Office Workers EEO-5 Line: 051	2- Light Work 3- A-C, F, K-L, O, T-V 4- Indoors	Non-Exempt	Superintendent Asst Supts.

INCUMBENT:

Signature: _____
Date: _____