



VOLUSIA COUNTY SCHOOLS

Position Description

ADMINISTRATIVE SECRETARY

(FEDERAL PROGRAMS/GRANTS DEVELOPMENT SERVICES)

REQUIRED QUALIFICATIONS

- High School diploma or G.E.D.
- 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 and Internet
- Excellent human relations skills; ability to work effectively and cooperatively with others
- Accurate, fast typing
- Possess technical knowledge of payroll 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

Director, Federal Programs/Grants Development Services

SUPERVISES

Support Staff as assigned

POSITION GOAL

To provide professional office and support services to the Director 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 Director.
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. *Ensure that all office needs for the Federal Programs/Grants Development Services Department are met and positions covered during absences.
7. *Assist in selection of support personnel.
8. *Provide leadership, operational support, and contact for support staff located at all Federal Programs/Grants Development Services satellite offices.
9. *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.
10. *Assist in assuring the accuracy of the material prepared for school board meetings.
11. *Promote and facilitate positive interoffice cooperation by meeting quarterly with support staff in groups or individually as needed.
12. *Coordinate communication among support staff regarding facilities and Federal Programs/Grants Development Services initiatives.
13. *Coordinate and assist in support activities relating to the screening and selection of administrative personnel as designated.
14. *Advise and assist the Director's district and school-based staff as needed.

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15. *When applicable serve as lead secretary to assigned support staff providing ongoing assistance, direction and guidance, coordinate duties and responsibilities, including but not limited to distribution of materials, maintaining extensive internal records; payroll reports, travel vouchers, filing, and log the Director's and department mail, correspondence and event/situation(s) for the division.
16. *Routinely develop and deliver training and follow-up to support personnel regarding office procedures and other related topics.
17. *Make travel arrangements for the Director as needed.
18. Coordinate and schedule usage of on-site meeting rooms.
19. *Process personnel performance appraisals and salary recommendations as directed.
20. *Coordinate, track and process requests delegated to the administrative staff of the Director.
21. *Provide support services for special projects as assigned.
22. *Serve on district committees and task forces as assigned.
23. *Assist in coordinating, executing and attending various district wide workshops and conferences, securing and communicating with consultants, monitoring financial expenditure and preparing materials.
24. *If applicable, update and maintain the Department's web page.
25. *Prepare and maintain personnel records for department.
26. *Serve as a liaison between Director, Coordinator, Specialists, Project Managers, and District Federal Programs/Grants Development Services staff, school-based staff, and outside constituents.
27. *Participate in the development of the Director's budget.
28. *Review and approve purchase orders as assigned.
29. Review, monitor, and approve expenditures for Federal Programs/Grants Development Services internal budgets with Title I's Specialist, Budget Systems.
30. *Assist in preparation of reports for submission to the Department of Education (DOE).
31. *Prepare and communicate necessary materials with Florida DOE, district and school-based administrators regarding students, parents, and meetings.
32. *Maintain and track Personnel Activity Reports for Department of Education (DOE) Federal Audit.
33. Assist in planning, preparing and organizing materials for staff meetings.
34. *Maintain confidentiality when dealing with legal, parental and departmental matters.
35. *Provide support services for special projects as assigned.
36. Perform other related duties as assigned by the Director, Federal Programs/Grants Development Services.

*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: 255 Hours: 8.0 Tenure: No	District Schedule Level: 03	Bargaining Unit: 2 Title: 22126 DOE: 63090 EEO-5 Line: 051	2- Light Work 3- A-C, F, K-L, O, T-V 4- Indoors	Non-Exempt	

INCUMBENT:

Signature: _____
Date: _____