



# VOLUSIA COUNTY SCHOOLS

## Position Description

### ADMINISTRATIVE SECRETARY (HUMAN RESOURCES)

#### REQUIRED QUALIFICATIONS

- High School diploma, G.E.D. or equivalent
- Five (5) years 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 desktop publishing, Internet and spreadsheet software
- Excellent human relations skills; ability to work effectively and cooperatively with others
- 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 exercise sound judgment in handling confidential and 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** Chief Human Resources Officer

**SUPERVISES** Assigned support staff

### POSITION GOAL

*To provide professional office and support services to the Assistant Superintendent, Human Resource Services for Volusia County Schools*

### PERFORMANCE RESPONSIBILITIES

1. \*Communicate effectively with principals, district and school-level personnel, community members and parents.
2. \*Schedule appointments and meetings and maintain the calendar of the Assistant Superintendent, Human Resource Services Division.
3. \*Research and answer questions and concerns of the public, Board members, principals, employees, other educational agencies and specific state / federal agencies.
4. \*Compose a variety of correspondence from incoming mail, instructions or notes or composes replies based on previous experience with the subject and school district.
5. \*Assist in the preparation of administrative appointment materials for presentation at school board meetings, conferences, workshops and other presentations as needed.
6. \*Assist in assuring the accuracy of the material prepared for school board meetings.
7. \*Assist in the preparation of materials and scheduling of applicant grievances or complaints.
8. \*Coordinate and assist in support activities relating to the screening and selection of administrative personnel as designated.
9. \*Assist administrators, employees and applicants in solving problems.
10. \*Supervise the assigned office specialists' operations of the Human Resource Services Division.

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**(HUMAN RESOURCES)**

- 11. \*Provide general office duties such as travel vouchers, filing, log mail items and distribution of materials.
- 12. \*Maintain equipment inventory and procure office supplies.
- 13. \*Make travel arrangements for the Assistant Superintendent, Human Resource Services Division as needed.
- 14. \*Coordinate, track and process requests delegated to the administrative staff of the Human Resource Services Division.
- 15. \*Provide support services for special projects as assigned.
- 16. \*Maintain an accurate accounting of all departmental budgetary requirements.
- 17. \*Update and maintain the Human Resource Services Division web page.
- 18. Perform other related duties as assigned by the Chief Human Resources Officer.

\*Denotes essential job function/ADA

**POSITION DATA**

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
10/28/97 Supt 4/10/01	Months: 12 Days: 260 Hours: 8.0 Tenure: No	District Schedule Level: 03	Bargaining Unit: 2 Title: 22104 DOE: 77390 EEO-5 Line: 51	2- Sedentary Work 3- A-C, F-G, L, P, S-V 4- Indoors, L, ERT	Not Exempt	Human Resources Asst Supt

**INCUMBENT:**

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

RLN 4/10/2001, RK 9/20/04,  
 5/18/05, 12/8/05, 2/23/06,  
 7/31/07, 6/6/08, 7/1/15