



VOLUSIA COUNTY SCHOOLS
Position Description

**ADMINISTRATIVE SECRETARY
(OPERATIONAL SERVICES)**

REQUIRED QUALIFICATIONS

- Completion of high school education 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 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 Operating Officer

SUPERVISES Assigned support staff

POSITION GOAL

To provide professional office and support services to the Chief Operational Officer, Operational Services

PERFORMANCE RESPONSIBILITIES

1. *Communicate effectively with parents and other community members, principals, district and school level personnel.
2. *Schedule appointments and meetings and maintain the calendar of the Chief Operational Officer.
3. *Research and answer questions and concerns of the public, Board members, employees, principals, parents, other educational agencies, news media, district staff 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 the school district.
5. *Assist in the preparation of 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 grievances or complaints as related to the area.
8. *Coordinate and assist in support activities relating to the screening and selection of administrative personnel as designated.
9. *Prepare materials for staff meetings and attend these meetings for the purpose of record keeping and follow up.
10. *Advise and assist the Administrative Services' district and school-based staff as needed.
11. *Coordinate duties and responsibilities for assigned support staff, including but not limited to payroll, travel vouchers, filing, log mail items, and distribution of materials.
12. *Assist the office specialist's operations of all offices in Operational Services.
13. *Maintain equipment inventory and procure office supplies.
14. *Make travel arrangements for the Chief Operational Officer as needed.
15. *Process administrative evaluations and salary recommendations as directed.
16. *Perform general office duties, including travel vouchers, filing, log mail items, and distribution of materials.
17. *Coordinate, track and process requests delegated to the administrative staff of the Administrative Services Division.
18. *Provide support services for special projects as assigned.
19. *Maintain an accurate accounting of all departmental budgetary requirements.

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**PAGE TWO, ADMINISTRATIVE SECRETARY
(OPERATIONAL SERVICES)**

- 20. *Process all internal purchase orders including orders for the warehouse and outside vendors, as assigned.
- 21. *Assist in establishing and maintaining the Operational Services web page.
- 22. Perform other related duties as assigned by the Chief Operating Officer.

Additional Duties from Transportation

- 23. *Plan, assign, coordinate and monitor projects of data collection and compilation and prepare semi-technical reports on various projects.
- 24. Maintain Professional Standards and SOC Department files on transportation employees for the purpose of employee performance reviews.
- 25. *Prepare documents (investigative reports) and do research for employees referred to Professional Standards.
- 26. Under the supervision of the Director, prepares and maintains Emergency Management data and files.
- 27. *Under the supervision of the Director, prepare spreadsheets, graphs, reports, PowerPoint presentations and manuals for use by district personnel.
- 28. *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 reports, travel vouchers, filing, and log the Director's and Assistant Directors mail, correspondence and event/situation(s) for the division.
- 29. *Routinely develop and deliver training and follow-up to support personnel regarding office procedures and other related topics.
- 30. Coordinate and schedule usage of on-site meetings rooms.
- 31. *Serve on district committees and task forces as assigned.
- 32. *Assist in coordinating, executing and attending various district wide workshops and conferences, including preparing Student Transportation services contracts, securing and communicating with consultants, monitoring financial expenditure and preparing materials.

*Denotes essential job function/ADA

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
10/14/97	Months: 12 Days: 255 Hours: 8.0 Tenure: No	District Schedule Level: 03	Bargaining Unit: 2 Title: 22108 DOE: 72090 EEO-5 Line: 51	2- Light Work 3- A-B, F-M, O-P, S-V 4- Indoors	Not Exempt	Admin Services Admin

INCUMBENT:

Signature: _____
Date: _____