

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Administrative Secretary II

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Five (5) years of verified full-time secretarial experience; **or** satisfactory completion of an Office Management Vocational Program **or** Associate's Degree with concentration in Office Management courses.
3. Able to word process between 40-60 words per minute.
4. Demonstrate mastery of secretarial skills, which may include but is not limited to, office application software, basic e-mail processes, proofreading, keypad operation, machine transcription, dictation, composition skills, basic computer operations and Internet knowledge.
5. Satisfactory or higher performance ratings in current or most recent portfolios.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform highly responsible secretarial and assigned administrative duties to support the Principal or Director. Broad knowledge of the organization, operation and goals of the workplace. Good oral and written communication skills. Effective use of business math. Knowledge and use of computer software, office equipment, office practices and procedures. Ability to read and apply knowledge of organizational rules, regulations, procedures, functions and personnel, to compose effective and accurate correspondence and to deal with non-routine matters with a minimum of instruction. Ability to exercise independent judgment in assigned duties and deal effectively with school and District personnel and the public. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality. Ability to establish and maintain positive working relationships with others.

**REPORTS TO:** Superintendent

### **JOB GOAL**

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Superintendent's Office.

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery – General for Superintendent and School Board**

1. Assist the Superintendent by planning, organizing, implementing, and coordinating assigned tasks.
2. Maintain the Superintendents' calendar, including appointments, travel arrangements, deadlines, and commitments.
3. Develop materials for use in presentations, conferences, and workshops for the Superintendent.
4. Prepare and disseminate agendas for School Board meetings, Staff meetings, Assistant Principal and District Leadership Team meetings.

5. Operate and maintain the BoardDocs system for School Board meetings.
6. Attend School Board meetings and assist the Superintendent and Board by recording and preparing minutes and maintaining historical files of School Board meetings.
7. Assist in the leave, payroll, and purchase order processes in accordance with prescribed guidelines.
8. Assist in coordination of training on updated district software.
9. Receipt, transfer, and record all funds received through the Superintendent's office and prepare accurate records for audit as well as other bookkeeping tasks.
10. Prepare and distribute honor roll and appointment letters for district employees.
11. Prepare and update Organizational Chart for the District.
12. Assist the Superintendent in preparation of the district school calendar.
13. Assist the Superintendent in preparation of the annual Superintendent's Report.
14. Manage and distribute School Board policies.
15. Receipt and manage Small School District Council Consortium funds and records.
16. Make arrangements for meetings and conferences.
17. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
18. Perform additional duties specific to the Superintendent or School Board.

**The following services are specific to the position title:**

**Service Delivery – Superintendent's Secretary**

19. Coordinate training on updated software.
20. Coordinate training opportunities.
21. Communicate between the District and the School Board.
22. Manage the office in the Superintendent's absence.
23. Develop materials for use for presentations, conferences, and workshops.
24. Prepare materials for School Board meetings.
25. Make travel arrangements and prepare itineraries.
26. Compile background data and information on issues and/or topics as requested.

**Inter / Intra-agency Communication and Delivery**

27. Receive and review incoming correspondence, reports, materials, and communications, independently prepare replies to inquiries not requiring the attention of the Superintendent, and route correspondence requiring special attention to the appropriate personnel.
28. Communicate with School Board members and District and school administrators concerning School Board meetings, official functions, meetings, and any other pertinent information.
29. Assist School Board members as directed by the Superintendent.
30. Interface with others concerning items that are needed for School Board approval and prepare School Board agenda.
31. Oversee and manage incoming telephone calls.
32. Keep the Superintendent informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

33. Maintain effective working relationships with School Board members, District and school personnel, parents, and the general public.
34. Assist in greeting any District clerical personnel assigned to the Superintendent's Office.
35. Respond to requests from the staff or public as directed by the Superintendent.
36. Demonstrate initiative in the performance of assigned responsibilities.

37. Model and maintain high ethical standards.
38. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
39. Maintain positive relationships with co-workers, school personnel, parents, and administration.
40. Maintain confidentiality
41. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.

**System Support**

42. Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
43. Maintain current information on District policies and programs and process routine matters within established policies without the need for supervision.
44. Prepare monthly payroll reports and coordinate collection of leave forms for the Superintendent's office.
45. Prepare required reports and maintain all appropriate records.
46. Maintain confidential files and records related to School Board actions.
47. Supervise assigned personnel.
48. Follow all School Board policies and procedures.
49. Demonstrate support for the School District and its goals and priorities.
50. Exhibit the interpersonal skills necessary as an effective team member.
51. Demonstrate support for the School District and its goals and priorities.
52. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

**PHYSICAL REQUIREMENTS:** Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION:** Annually by the designated administrator

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

**SALARY ITEM NUMBER:** 50, Level II