



## Executive Secretary

Reports To: Superintendent

### **SUMMARY**

The Executive Secretary is responsible for all aspects related to the efficient operation of the Superintendent's office and the needs of the District's Board of Trustees and patrons. With general direction, this position performs highly responsible and confidential duties. This position requires a full range of skills in the operation of computers in compiling and producing correspondence, reports, records, files, etc.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare correspondence internally and externally for the Superintendent
- Provide necessary communications and other requested support to the Board of Trustees in a clear and concise manner
- Attend all Committee of the Whole, Regular, Special and Recreation school Board meetings and record the minutes
- Prepare and compile board meeting information in a timely manner
- Coordinate travel arrangements for the Board, Superintendent and district staff as necessary
- Prepare purchase requisitions and vouchers for office supplies for the district office as well as for expenditures for the Superintendent
- Update the Laramie County School District 2 homepage and regularly monitor school and department links for accuracy
- Act as a liaison to district staff, students and the community
- Answer incoming calls, greet visitors and provide general information
- Maintain the Board of Trustees Policy Manual
- Maintain and manage personnel records
- Maintain records of staff certifications and notify staff of upcoming expirations
- Compile district staff handbook
- Maintain district phone list
- Provide clerical support to central office staff
- Complete various State and Wyoming Department of Education reports
- Maintain substitute system, assist with questions and track substitute hours
- Summarize staff professional development requests for approval
- Track professional development credits for staff
- Post all job vacancies and collect and maintain applications for each position
- Ensure that background checks are completed for all new staff

- Perform other duties as assigned

## **QUALIFICATIONS**

- **Education and Experience:** High school diploma or GED required. BA degree preferred. Experience or training in secretarial and office skills preferred.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner as well as establish and maintain effective relationships.
- **Language Skills:** Ability to respond to common inquiries or complaints from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos, minutes, and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, email, and standard office equipment. Ability to learn the substitute software system. Ability to update district website. Ability to create and maintain district Facebook page and other social media.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgement and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources. Ability and willingness to work during evening hours to attend meetings.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check. Must have the ability to obtain a Notary Public Commission.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position also requires some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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