

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Executive Secretary to the Superintendent**

### **Purpose of the Job**

This position serves as Executive Secretary and assistant to the Superintendent, serves as Board Recording Secretary, and generates and maintains a variety of reports and correspondence.

### **Essential Job Functions**

1. Assists the Superintendent in general administrative operations.
2. Arranges District Council and Administrative Team meetings and prepares materials for the Superintendent; attends the District Council, Administrative Team meetings, and other meetings as requested.
3. Participates in developing budgets for the School Board and Superintendent's office; monitors expenditures; orders and maintains equipment and supplies for Superintendent's office and school board.
4. Provides support services to the School Board; participates in agenda setting; prepares and distributes board meeting materials including meeting notices; attends and records school board meetings and prepares meeting minutes; maintains school board files; schedules/coordinates Board activities.
5. Serves as a liaison between the Superintendent and District staff, parents, students, and community members. Answers telephone calls to the Superintendent's office; provides information/answers questions concerning district business and directs calls to other district staff as appropriate. Communicates Superintendent's directives to appropriate staff or community members. Keeps Superintendent advised of items requiring administrative review/action.
6. Performs a wide variety of confidential word processing for the Superintendent; maintains the Superintendent's calendar, schedules appointments and advises the Superintendent of meetings and appointments; makes travel arrangements, reservations and conference arrangements for the Superintendent and board; types and maintains board correspondence.
7. Screens and routes all mail to Superintendent's office; originates routine correspondence and documents. Finalize Superintendent's draft correspondence and other printed materials, including editing, formatting, typing and proofreading. Maintains Superintendent's general office files.
8. Maintains the District's policy and procedure manuals; distributes new and/or revised policies/procedures to manual holders upon adoption; responds to requests for information.
9. Prepares the District student school year calendars.
10. Performs other tasks as requested.

### **Qualifications:**

#### **Education & Experience:**

High school diploma or equivalent, and five years of increasingly responsible experience as an administrator's secretary, preferably in a school district setting. Executive secretarial experience preferred.

#### **Knowledge Skills & Abilities:**

1. Strong written and oral language skills; ability to communicate effectively by telephone, in person, and in written form including generation of original correspondence.

2. Technologically literate (word processing, spreadsheets, electronic mail, Internet, Power Point, etc...)
3. Proficient in grammar/punctuation, text editing, document layout/production, and general office equipment operation.
4. Demonstrated positive public relations skills. Able to establish and maintain effective working relationships with staff, students, parents and the community, and to represent the Superintendent and school board effectively with same.
5. Strong organizational skills with the ability to work independently, exercise independent judgment, set priorities, meet deadlines, and work effectively under pressure.
6. Experienced in office budget development and overseeing processes.
7. Able to apply diplomatic skills in all District-related matters and maintain strict confidentiality in all sensitive matters.

**Licenses, Certificates & Special Requirements:**

1. Must have a valid Washington State Driver's license, automobile insurance and reliable transportation.
2. Have a personal schedule that will accommodate regular attendance at evening (and, upon occasion, weekend) meetings.

**Reporting Relationship:**

Reports to Superintendent of schools

**Conditions of work:**

**Union Affiliation:**

Non- Bargained

**FLSA Status:**

Non-exempt

**Salary Range:**

Non-Bargained

**Job #**

**Job History:**

Created 03/24/99; Revised: 7/29/05

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources     Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*