

**Union County Educational Services Commission
Job Description**

Job Title: Executive Secretary to the Superintendent

Reports To: Superintendent of Schools

Terms of Employment: 12 Months

Qualifications:

1. Earned Associate's Degree in Business Administration, Education or other relevant field from an accredited college or university. Bachelor's Degree preferred.
2. Minimum of three years successful employment experience in a related position preferably completed in an educational setting.
3. Technology proficiency including Microsoft Office (Word, Excel, Powerpoint), database management, and cloud-based applications (Google Calendar, G-Mail, Docs)
4. Highly effective communication and interpersonal skills needed to relate well with administration, teaching staff, parents, vendors and members of the local community.

Responsibilities:

1. Establish and maintain systems for gathering, reporting and archiving data to promote the organized, efficient and effective operation of the district.
2. Prepare, organize, distribute and file all agendas, attachments and other documentation pertaining to regular and special meetings of the Board of Directors.
3. Serve as liaison between the Superintendent and internal and external constituents for purposes of communicating and/or researching information, ensuring compliance, addressing issues and/or providing general support.
4. Assist with the completion and submission of annual reports and statements of assurance to the State and County Offices of the New Jersey Department of Education.
5. Monitor assigned district activities, grants, accounts or programs for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
6. Schedule a variety of activities (e.g. meetings, travel arrangements, facilities usage) for the purposes of ensuring the efficient utilization of personnel, equipment and facilities.
7. Support the Superintendent in communication with administration and teaching staff; parents and family members; vendors and contractors; and community stakeholders via clear and succinct telephone, email and written correspondence.
8. Perform a diverse range of secretarial and clerical duties including, but not limited to typing letters, filing, photocopying, scheduling appointments and ordering supplies.
9. Create requisitions, submit orders, manage financial accounts and maintain accurate records in compliance with district policies, regulations and procedures.
10. Consistently apply good judgment when maintaining confidentiality of records, reports, emails, phone calls and other sensitive information handled in Superintendent's Office.
11. Perform all other related duties and responsibilities within the scope of employment as assigned by the Superintendent.

Board Approved: