MIDWESTERN INTERMEDIATE UNIT IV

TITLE:	Secretary to Executive	DATE:	May 21, 2003
	Director	REVISED:	August 13, 2014

- **REPORTS TO:** Executive Director **APPROVED BY:** Board of Directors
- JOB SUMMARY: Provide clerical support to the Executive Director and maintain various lines of communication with staff, Board of Directors, superintendents, and outside entities in a manner that is professional, diplomatic, and complies with confidentiality requirements.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform confidential secretarial duties to include coordinating and setting priorities; research School Code and other educational, legal, and technical terminology; organize various tasks; comply with confidentiality requirements; handle mail and screening calls for the Executive Director; type correspondences; work closely with Business Office and Human Resources; serve as custodian of school records; make arrangements for travel, meetings, annual Midwestern Intermediate Unit IV Convention, and catering within the Executive Director's Office.
- Attend meetings and prepare agendas, handouts, minutes and follow-up documents for meetings such as Board, Superintendents' Advisory Council and Management Team/Staff meetings.
- 3. Create purchase orders for items/services and pay invoices/bills generated by purchases, conferences, travel, membership, and reimbursements.
- 4. Purchase supplies for copier, laser printer, and fax machine, maintaining inventory of supplies and make service calls when necessary.
- 5 Access and print incoming e-mail; send e-mail and attachments through Penn*Link as requested by various staff members.
- 6. Gather data and assist with General Operating Budget preparation, and distribution to the Midwestern Intermediate Unit IV Board of Directors and superintendents for approval.
- 7. Advertise specific meetings and submit professional vacancy notices to various agencies.
- 8. Assist with the creation and distribution of superintendent search booklets/information packets; collect applications and appropriate records from candidates, prepare letters and schedule interviews; maintain all records pertaining to the search.
- 9. Process and distribute forms, such as travel request and overtime forms, contracts, faxes, etc., to appropriate departments.
- 10. Complete surveys for Pennsylvania Department of Education and various entities as required.
- 11. Perform notary public duties when deemed necessary.

12. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Three (3) to Five (5) years experience as a secretary in public education or the public sector required
- Bachelor's degree required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit seventy-five \ (75%) of workday
- Ability to walk quickly several times per day to deliver paperwork throughout the building
- Ability to stand for 15-30 minutes at a time
- Ability to lift, push and pull up to 25 lbs.

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work when under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks

• Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Must possess general office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)