

SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND BOARD

QUALIFICATIONS:

1. High School Diploma or equivalent with secretarial course work or training at a college level.
2. Five (5) years progressively responsible experience as a confidential/administrative secretary.
3. Take and transcribe dictation at a prescribed rate of speed.
4. Type at a prescribed rate of speed.
5. Proficiency in word processing.
6. Meet qualifications necessary to be a Notary Public.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work independently. Extensive knowledge of the operations and functions of the School Board as related to handling of requests for information. Thorough knowledge of business English and mathematics. Considerable knowledge of the principles and practices of office management. Demonstrated written and oral communication skills. Ability to take and transcribe dictation and type at a prescribed rate of speed. Ability to interpret rules, regulations and policies and to use mature judgment in making decisions in accordance with the established precedent. Ability to establish and maintain effective working relationships with the employees and the public. Ability to use discretion in handling sensitive and confidential information. Ability to use a computer. Proficient in word processing skills.

REPORTS TO:

Superintendent

JOB GOAL:

To relieve the Superintendent of many operational and administrative details, performing a variety of clerical tasks and making decisions which require the use of independent and mature judgment. Efficiently maintain the recorded series of School Board records on behalf of the Superintendent who is the Secretary of the Board.

SUPERVISES:

Staff as Assigned

PERFORMANCE RESPONSIBILITIES:

1. Interpret administrative policy and decisions as explained and directed.
2. Coordinate and maintain calendar of meetings, conferences and appointments for Superintendent and School Board; process all materials for meetings; make travel arrangements and prepare travel expense reports.
3. Take and transcribe dictation, prepare records and reports; compose correspondence; maintain correspondence records and files.
4. Assist in the preparation of department budget and maintain accounting, bookkeeping and payroll records.
5. Supervise the flow of communications for the office; Eke telephone calls and answer inquiries; open, sort and disseminate mail; determine assignment and distribute correspondence from State Department of Education.
6. Retrieve, process and distribute electronic mail from both State and District levels.

EXECUTIVE SECRETARY TO SUPERINTENDENT AND BOARD (Continued)

7. Coordinate agenda preparation and attend Superintendents staff meetings; attend other meetings as required and record proceedings for official records.
8. Serve as Clerk of the Lower Tribunal in all disputes and certification of official records.
9. Attend and take minutes at all Board meetings, workshops, hearings, etc., and serve as recording secretary.
10. Transcribe minutes of at all Board meetings for permanent records ensuring that the minutes reflect Board action and comply with relevant Florida statutes and State Board of Education and School Board regulations.
11. Research various requests for information and respond to public, Board, staff, etc. Make copies of records (minutest pages of supplemental minute book, agenda items narratives, etc.) upon request
12. Ensure the preparation of Board agenda packets, minute books and supplemental minute books.
13. Maintain School Board regulations.
14. Distribute new School Board regulations and revisions to all holders of School Board rule books.
15. Prepare Board agenda for distribution to Board members, Superintendent, administrative staff newspapers, schools, all personnel including preparation of distribution materials; i.e., labels, envelopes, etc.
16. Review all invoices for legal advertisements for accuracy.
17. Make arrangements for proper setup of meeting rooms and installation of equipment; i.e., overhead projector, video, portable mike, etc., and arrange for meetings to be recorded.
18. Use effective, positive interpersonal skills.
19. Perform other incidental tasks consistent with the goals and objectives of 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:

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

EVALUATION:

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

All performance responsibilities are Essential Performance Responsibilities
Job Description Supplement Code 6