

SCHOOL DISTRICT OF BAKER COUNTY JOB DESCRIPTION

EXECUTIVE SECRETARY, TO THE ASSOCIATE SUPERINTENDENT FOR INSTRUCTION AND PERSONNEL SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five years responsible experience in complex secretarial work or a combination of training and experience.
- (3) Type, and take and transcribe dictation accurately at a prescribed rate of speed.
- (4) Computer and word processing skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Associate Superintendent. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of Federal, State and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner.

REPORTS TO:

Associate Superintendent for Instruction and Personnel Services

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Associate Superintendent's office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop an extensive knowledge of the organization and programs under the Associate Superintendent's jurisdiction.
- (2) Serve as personal assistant to the Associate Superintendent by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- (3) Maintain Associate Superintendent's calendar including appointments, travel, deadlines and commitments.
- (4) Receive and route telephone calls, answer questions, which may involve interpretation of policies and procedures and operation of the District.

- * (5) Receive, log and route all mail received by the Associate Superintendent's office in addition to reviewing and answering correspondence as directed by the Associate Superintendent.

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- * (6) Maintain the Instructional and Non-Instructional collective bargaining agreement.
- * (7) Maintain all District staffing reports as generated annually by the Associate Superintendent.
- * (8) Receipt, transfer and record all funds received through the Associate Superintendent=s office and prepare accurate records for audit.
- (9) Assist in budget procedures and examine budget documents to ensure compliance with regulations.
- * (10) Prepare, advertise, disseminate and keep accurate records of approved Board policies.
- * (11) Communicate with Board members and District and school administrators concerning official functions, meetings and any other pertinent information.
- * (12) Assist Board members as directed by the Associated Superintendent.
- * (13) Interface with auditors concerning items that are needed after Board approval and make required copies of agenda attachments.
- * (14) Attend and take minutes of staff meetings and other meeting in order to maintain a proper record for communication, documentation and audit purposes.
- * (15) Develop materials for Associate Superintendent=s use for presentations, conferences and workshops.
- * (16) Compile background data and information on issues and/or topics as requested by the Associate Superintendent.
- (17) Work cooperatively with the secretary to the Superintendent.
- * (18) Maintain effective working relationship with Board members, District and school personnel, parents, media representatives and the general public.
- * (19) Maintain required files.
- * (20) Prepare and submit required payroll.
- (21) Order supplies and maintain inventory of Associate Superintendent=s office.
- (22) Perform bookkeeping tasks as needed.
- (23) Respond to requests from the public as directed by the Associate Superintendent.
- * (24) Maintain confidentiality.
- (25) 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.

*Essential Performance Responsibilities

Job Description Supplement Code 8