

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Executive Secretary (Part-time)

QUALIFICATIONS: Minimum High School Diploma or Equivalent

JOB GOAL: To provide confidential secretarial and assistive services to the Superintendent, and to members of the Board of Education.

REPORTS TO: Superintendent

EVALUATION:

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in maintaining the official book of Board Minutes.
2. Prepares board agenda and documentation
3. Distributes Board packets to Board Members prior to Board meetings.
4. Disseminate Board updates to employees, Board Members, Mayor and City Council and other designated individuals as directed by the superintendent.
5. Prepares and disseminates Board Meeting notifications
6. Disseminates job postings and responds to telephone inquiries concerning employment openings, etc.
7. Coordinates Central Office and local scholarship applications.
8. Attends all meetings as required by the Superintendent.
9. Acts as liaison for school system for civic groups, etc. at direction of the superintendent.
10. Performs other duties as assigned by the superintendent.

Board Approved: March 17, 2025