

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Executive Secretary, Administration	Job Code: 72090
Job Classification:	16 Administrative Support Workers	EEO Line: 51
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 6
Reports to:	Superintendent	Salary Locator: Support Personnel 1

SUMMARY:

Perform specialized office work requiring a high degree of confidentiality, proficiency and accuracy in connection with the planning, initiating and administrative activities supporting the School Board and Superintendent.

QUALIFICATIONS:

- (1) High School Diploma
- (2) Minimum of seven (7) years' experience as a secretary with a commercial firm, or five (5) years' experience as a secretary in a public school system
- (3) Strong communication, technical and computer skills. Knowledge of Skyward, Microsoft Office and First Class E-mail
- (4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents and required District information while maintaining a high level of confidentiality.
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) Ability to perform highly responsibly secretarial and administrative duties necessary to support the Superintendent
- (4) Extensive knowledge of the organization, operation, program and goals of the District
- (5) Considerable knowledge of office practices and procedures and operation of various office machines
- (6) Good written and oral communication skills
- (7) Effective use of business mathematics
- (8) Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public
- (9) Ability to schedule time and multiple tasks under stressful situations
- (10) Maintain high degree of confidentiality, initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Answer telephone, e-mail and public inquiries in a professional manner, being helpful and responsive.
- (2) Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
- (3) Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.
- (4) Prepare and disseminate agendas for School Board meetings.
- (5) Attend all School Board meetings record and transcribe minutes and maintain files of official minutes and other records.
- (6) Receipt, transfer and record all funds received through the Superintendent's office and prepare accurate records for audit.
- (7) Assist in budget procedures and examine budget documents to ensure compliance with regulations.
- (8) Act as District Policy Liaison to Board Members, Neola and employees in the preparation, update, advertisement and dissemination of Board Policies, Procedures and Forms.
- (9) Communicate with Board members and District and school administrators concerning Board meetings, official functions, meetings and any other pertinent information.
- (10) Assist Board members as directed by the Superintendent.
- (11) Interface with auditors concerning items that are needed after Board approval and make required copies of agenda attachments.

- (12) Act as District Public Records Liaison maintaining log of requests, and process Public Records Requests in accordance with FS 119.07.
- (13) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- (14) Develop materials for Superintendent's use for presentations, conferences and workshops.
- (15) Compile background data and information on issues and / or topics as requested by the Superintendent.
- (16) Assist in training and supervising any District clerical personnel assigned to the Superintendent's office.
- (17) Maintain effective working relationships with Board members, District and school personnel, parents, media representatives and the general public.
- (18) Maintain required files.
- (19) Prepare and submit required payroll.
- (20) Order supplies and maintain inventory of Superintendent's office.
- (21) Perform bookkeeping tasks as needed.
- (22) Respond to requests from the public as directed by the Superintendent.
- (23) All other duties as assigned by the Superintendent

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004

Amended: May 20, 2014