

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Executive Secretary, Business & Finance **Job Code:** 75090
Job Classification: 16 Administrative Support Workers **EEO Line:** 51
Job Class Category: F Educational Support Personnel **Job Description Supplement Code:** 6
Reports to: Assistant Superintendent, Business & Finance **Salary Locator:** Support Schedule 1

SUMMARY:

The executive secretary will perform secretarial and administrative duties and responsibilities in the position to ensure the smooth and efficient operation of the Assistant Superintendent of Business & Finance's office.

QUALIFICATIONS:

- (1) High School Diploma
- (2) Five (5) years' experience as a secretary/bookkeeper (one year of post-secondary business training may be counted toward this requirement).
- (3) Strong communication and computer skills; knowledge of Skyward, Microsoft Office, First Class E-mail; and Board Docs preferred
- (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) Extensive knowledge of the organization, operation, program and goals of the District
- (4) Knowledge of federal, State and District rules, regulations and policies
- (5) Considerable knowledge of office practices and procedures, and operation of office equipment
- (6) Good oral and written 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 type accurately at a high rate of speed and utilize the computer for word processing and other functions
- (10) Ability to schedule time and to handle multiple tasks in stressful situations
- (11) Ability to answer telephone calls in a courteous and professional manner
- (12) Ability to perform required bookkeeping tasks
- (13) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).

PERFORMANCE RESPONSIBILITIES:

- (1) Develop an extensive knowledge of the organization and programs under the Chief Financial Officer's jurisdiction.
- (2) Assume responsibility for specific tasks related to areas assigned to office of Chief Financial Officer as directed.
- (3) Serve as personal assistant to the Chief Financial Officer by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- (4) Maintain Chief Financial Officer's calendar including appointments, travel, deadlines and commitments.
- (5) Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.
- (6) Receive, log and route all mail received by the Chief Financial Officer's office in addition to reviewing and answering correspondence as directed by the Chief Financial Officer.
- (7) Prepare and submit Board agenda items.
- (8) Prepare and/or disseminate, to appropriate personnel, pertinent documents, DOE information, rules

and regulations, guides, Board policies and interpretive memoranda.

- (9) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- (10) Develop materials for Chief Financial Officer's use for presentations, conferences and workshops.
- (11) Compile background data and information on issues and/or topics as requested by the Chief Financial Officer.
- (12) Assist in training and supervising any District clerical personnel assigned to the Chief Financial Officer's office.
- (13) Maintain effective working relationships with District and school personnel, parents, and the general public.
- (14) Maintain required files.
- (15) Prepare and submit required payroll and personnel paperwork.
- (16) Order supplies and maintain inventory of Chief Financial Officer's office.
- (17) Perform bookkeeping tasks as needed.
- (18) Respond to requests from the staff as directed by the Chief Financial Officer.
- (19) Maintain confidentiality. 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 force 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