

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Executive Secretary, Staff Services **Job Code:** 77390
Job Classification: 16 Administrative Support Workers **EEO Line:** 51
Job Class Category: Educational Support Personnel **Job Description Supplement Code:** 6
Reports to: Department Director **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 Department Director.

QUALIFICATIONS:

- (1) High School Diploma
- (2) 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, 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) To perform this job successfully, an individual should have knowledge of current Human Resource leave system and Skyward inventory system
- (4) Ability to perform highly responsible secretarial and administrative duties necessary to support the Director
- (5) Extensive knowledge of the organization, operation, program and goals of the District
- (6) Considerable knowledge of office practices and procedures and operation of office equipment
- (7) Good oral and written communication skills
- (8) Effective use of business mathematics; ability to perform required bookkeeping tasks
- (9) Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public
- (10) Ability to type accurately and utilize the computer for word processing and other functions
- (11) Ability to schedule time and to handle multiple tasks in stressful situations
- (12) Ability to function as a member of a harmonious, efficient, highly productive team; use problem solving and interpersonal skills to motivate self and others
- (13) 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) Serve as personal assistant to the Director by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- (3) Maintain Director's calendar including appointments, travel, and reimbursements.
- (4) Maintain high degree of confidentiality.
- (5) Maintain confidential discipline records. Work closely with Director in reporting incidents correctly and in a timely manner.
- (6) Assist Board Members and District administrators as directed by Department Director.
- (7) Assist Director with preparation of yearly comp plan and budgeting. Process payroll and accounts payable.
- (8) Verify and distribute Personnel Action Forms
- (9) Prepare and submit all department Board materials (Personnel Matters and Appointment Assignments)
- (10) Assist Director with coordinating Employees of the Year Recognition Ceremony

- (11) Assist Director with the administration/bookkeeping of TIF Grant
- (12) Assist applicants with on-line applications process
- (13) Assist District administrators in the identification of qualified applicants for vacancies
- (14) Schedule interviews for schools and/or departments when necessary
- (15) Prepare administrative contracts and appointment letters
- (16) Post vacancies for District, School and NEFEC positions
- (17) Update/create job descriptions maintaining accuracy with current FDOE staff codes
- (18) Assist Director by planning, initiating and carrying to completion clerical, secretarial and administrative activities
- (19) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes
- (20) Develop materials for Director's use for presentations, conferences and workshops
- (21) Compile background data and information on issues and/or topics as requested by the Director
- (22) Assist in training and supervising any District clerical personnel assigned to the Director
- (23) Maintain effective working relationships with District and school personnel, parents and the general public
- (24) Perform bookkeeping tasks as needed
- (25) Maintain necessary departmental files
- (26) Respond to requests from the staff as directed by the Director
- (27) Maintain Personnel Allocation handbook
- (28) Report leaves of absence to Florida Retirement System
- (29) Maintain Notary status and up to date on current rules
- (30) Prepare and submit all department Board materials
- (31) All other duties as assigned by Director

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