POSITION DESCRIPTION

TITLE: Executive Secretary
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Assistant Superintendent for Teaching and Learning and Chief Academic Accountability Officer, or Executive Director of Elementary Education, or Executive Director of Secondary Education, or Executive Director of Special Services

DEPARTMENT: Various Departments

SUMMARY STATEMENT:
Under the general supervision of the Assistant Superintendent for Teaching and Learning and Chief Academic Accountability Officer, or Executive Director of Elementary Education, or Executive Director of Secondary Education, or Executive Director of Special Services, the executive secretary is responsible for assisting in the smooth running of the department(s) by handling and protecting highly-confidential documents and information, making travel arrangements, scheduling meetings and events, communication and information management, and performing a variety of functions requiring independent judgment and knowledge of district policies and procedures, ensuring that department, district, community, and the Board of Directors' needs are being met in a timely manner.

ESSENTIAL FUNCTIONS:
1. Manage the day-to-day operations of the department(s).
2. Communicate with a variety of persons and/or agencies for the purpose of providing information, ascertaining and prioritizing needs, and to furnish assistance as appropriate.
3. Monitor assigned district activities and/or program components for the purpose of ensuring compliance with financial, legal, and/or administrative requirements.
4. Coordinate arrangements for administrative travel and workshops.
5. Perform daily work utilizing multiple computerized systems and various software applications.
6. Serve as liaison between the Director(s) or Superintendent's office and the buildings for the purpose of providing information, guidance, and assistance on various processes, procedures, and functions.
7. Process hiring details through the on-line hiring system.
8. Maintain departmental budget accounts.
9. Accurately prepare and maintain presentations, proposals, and a variety of records, reports, and written materials for the purpose of conveying information and meeting state, federal, and/or district requirements.
10. Handle highly-sensitive and confidential documents, information, and situations.
11. Assist in the communication and implementation of district/department wide initiatives at the building level.
12. Perform duties and prepare documents for the Board of Directors as requested.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
**VISION:**
- Hearing (66-100%)
- Speaking (66-100%)
- Standing (33-66%)
- Pushing (Up to 33%)
- Lifting/Carrying Up to 50 lbs. (33-66%)

**BENDING:** (Up to 33%)

**USE OF HANDS AND/OR ARMS FOR REPEETITIVE MOTION:** (33-66%)

**MENTAL DEMANDS REQUIRED:**
- Reading Documents (66-100%)
- Problem Solving (66-100%)
- Confidentiality (66-100%)
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Constant Interruptions (66-100%)
- Math (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
Personal Computer, typewriter, telephone, 10-key calculator, fax machine, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required.)
1. Typing/keyboarding skills of 50 wpm with accuracy.
2. A minimum of three years of experience in a related field or equivalent training.
3. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
4. Demonstrated ability to communicate effectively, using proper grammar, spelling, and punctuation both verbally and in writing.
5. Ability to demonstrate good organizational skills, accuracy, dependability, tact, confidentiality, and exceptional judgment.
6. Must be able to acquire a working understanding of account codes.
7. Demonstrated ability to perform independently and willingness to accept new challenges.
8. Problem-solving skills required.
9. Must be proficient in mathematics.
10. Possess an aptitude for quickly learning software applications and systems.
11. Demonstrated proficiency to perform on the computer using a Windows environment and related Microsoft Office applications.
12. Must be self-motivated toward assigned duties, work well under pressure, and possess the ability to work with constant interruptions in a positive manner.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: _______________
District: _________________________ Date: _______________