



NEW:

06/13/2011

JOB TITLE:	EXECUTIVE SECRETARY
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	IA, GRADE 15
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8640
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Serves as secretary to the superintendent and performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs secretarial tasks in support of the office of the superintendent.

Responsible for arranging appointments and meetings for the superintendent.

Analyzes incoming mail, memos, correspondence, and reports to determine their importance and distribution to staff for response or action.

Receives and monitors requests for information from Board Members.

Works closely with assistant secretary to the board in editing and preparing board agenda items.

Makes travel and conference/convention arrangements for superintendent.

Files and retrieves documents, records, and reports.

Provides information to supervisors, co-workers, and staff by telephone, in written form, e-mail or in person.

Gathers information from all relevant sources to support the operation of the office of the superintendent.

Performs other duties as assigned by the Superintendent.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five (5) years experience as secretary in an administrative office

Typing/transcription skills

Effective oral and written expression

Ability to prioritize multiple activities

#### DESIRABLE QUALIFICATIONS