

SCHOOL DISTRICT OF PUTNAM COUNTY

JOB DESCRIPTION

EXECUTIVE SECRETARY, FISCAL SERVICES 75090

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) Successful completion of secretarial courses, and / or proficiency in typing.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Chief Financial Officer. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, State and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner. Ability to perform required bookkeeping tasks.

REPORTS TO:

Chief Financial Officer

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Chief Financial Officer's office.

SUPERVISES:

N/A

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

*Essential Performance Responsibilities

Job Description Supplement Code 6

Salary Locator; Support Personnel Salary Schedule 1