

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**EXECUTIVE SECRETARY, ADMINISTRATION 72090**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (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) Type, and take and transcribe dictation accurately at a prescribed rate of speed.
- (4) Computer and word processing skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. 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, take and transcribe dictation 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.

**REPORTS TO:**

Superintendent

**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 Superintendent's office.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
- \* (2) Serve as personal assistant to the Superintendent by planning, initiating and carrying to completion clerical, secretarial and administrative activities.
- \* (3) Maintain Superintendent's calendar including appointments, travel, deadlines and commitments.
- \* (4) Receive and route telephone calls, answer questions which may involve interpretation of policies and procedures and operation of the District.
- \* (5) Receive, log and route all mail received by the Superintendent's office in addition to reviewing and answering correspondence as directed by the Superintendent.
- \* (6) Prepare and disseminate agendas for School Board meetings.
- \* (7) Attend all School Board meetings and assist the Superintendent as secretary to the Board in maintaining minutes and other records.
- \* (8) Receipt, transfer and record all funds received through the Superintendent's office and prepare accurate records for audit.
- (9) Assist in budget procedures and examine budget documents to ensure compliance with regulations.
- \* (10) Prepare, advertise, disseminate and keep accurate records of approved Board policies.
- \* (11) Communicate with Board members and District and school administrators concerning Board meetings, official functions, meetings and any other pertinent information.
- \* (12) Assist Board members as directed by the Superintendent.
- (13) Interface with auditors concerning items that are needed after Board approval and make required copies of agenda attachments.
- \* (14) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- \* (15) Develop materials for Superintendent's use for presentations, conferences and workshops.
- \* (16) Compile background data and information on issues and / or topics as requested by the Superintendent.
- (17) Assist in training and supervising any District clerical personnel assigned to the Superintendent's office.
- \* (18) Maintain effective working relationships with Board members, District and school personnel, parents, media representatives and the general public.
- \* (19) Maintain required files.
- \* (20) Prepare and submit required payroll.

**Executive Secretary, Administration 72090 (Continued)**

- (21) Order supplies and maintain inventory of Superintendent's office.
- (22) Perform bookkeeping tasks as needed.
- (23) Respond to requests from the public as directed by the Superintendent.
- \* (24) Maintain confidentiality.
- (25) 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 2**