



JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>	
Number: 41080	Title:	Executive Secretary
Nature of Position	This position is responsible for performing and coordinating office activity to ensure efficient administrative operations for the division.	
Reports To	Title: Chief Officer	
Education	Required	<ul style="list-style-type: none"> • High school diploma or equivalent • Two years of post-secondary training from an accredited school with an emphasis on secretarial science, business, or education
	Preferred	<ul style="list-style-type: none"> • Associate in Business Administration or related field
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Experience in using office automation devices: computers, software, faxes, scanners, and multi-functional copiers. • Ability to create spreadsheets, compose correspondence, manage databases, and create presentations and reports. • Ability to negotiate with vendors, maintain and examine contracts, purchases made, and to retrieve data from various sources. • Proficient in spelling, punctuation, grammar, oral communication, and keyboard skills. • Strong customer service and interpersonal skills: ability to establish and maintain effective working relationships with a variety of customers and technical personnel, even in the most stressful situations. • Ability to use discretion when handling sensitive information. • Ability to work independently, manage multiple tasks, prioritize workloads, and meet deadlines. • Ability to arrange conference calls and schedule meetings using MS Outlook. • Ability to conduct research and provide statistical reports. • Considerable knowledge and skill in the use of MS Office suite (Word, Excel, PowerPoint, and MS Outlook-multiple calendaring).
	Preferred	<ul style="list-style-type: none"> • Knowledge in the use of telephone conferencing system, webX, and videoconferencing systems. • Certified through the International Association of Administrative Professionals; Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP)
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Makes high level contacts of a complex nature inside and outside the district. 2. Provides analytical and specialized administrative support to relieve and assist executive of complex details and advanced administrative duties. 3. Contacts district personnel at all organizational levels to gather information and prepare reports. 4. Manages multiple calendars, prioritizes meetings, screens calls/visitors, and handles request for information. 5. Generates reports, prepares PowerPoint presentations, creates and maintains spreadsheets and website information. 6. Independently composes and prepares responses to memos, emails, and correspondence requiring research, and exercises confidentiality. 7. Coordinates all travel arrangements; verifies accuracy and completeness of travel documents and plans. Prepares and submits expenses for reimbursement. 8. Coordinates all team meetings, agendas, sign-in logs, and minutes. 9. Coordinates and monitors the workflow and schedules of other secretaries within the division and provides professional development for them. 10. Performs other duties as assigned. 	
Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. This is a 260-day position.	



JOB DESCRIPTION

Number: 41080

Title:

Executive Secretary

Approvals

Director Level

Chief Level

Human Resources

Superintendent



JOB DESCRIPTION SUPPLEMENT

Number: 41080	Title: Executive Secretary
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	(None)
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensor effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input checked="" type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting of up to _____ pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>