



Job Title: Senior Executive Secretary

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform District based duties associated with providing administrative support to the Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS

- Coordinates and prioritizes work plan with supervisor; Adjusts work plan to meet unscheduled events.
- Provides overall leadership and direction of daily clerical operations; Plans, implements, and supervises secretarial work of others; Assists with the evaluation of entry level support staff; Promotes and makes recommendations to improve efficiency of office procedures.
- Generates highly complex and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department.
- Creates meeting agendas; attends meetings, conferences, and briefings to document subject matter concerning amendments and developments impacting the supervisor or assigned work unit; takes, transcribes, and disseminates minutes and reports to executive staff or assistant superintendents.
- Prepares Board agenda items.
- Performs a variety of complex and specialized administrative support functions, e.g., analyzing data, typing, report processing, documentation verification.
- Receives inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned executive level supervisor; Interprets rules, regulations, policies, and procedures to employees and the general public as related to the division.
- Maintains an effective filing system for records, reports, and other documents in accordance with records retention and public records laws.
- Receives and analyzes various reports, plans, and applications for the purpose of verifying accuracy and ensures necessary copies of pertinent documents are made and distributed appropriately.

- Coordinates logistics and travel arrangements for conferences, meetings, and seminars for the assigned executive level supervisor, e g., location reservations, time, and directions; Assembly subject matter; Travel reservations; mileage reports.
- Acts as purchasing card manager.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Some college level courses, Associate degree preferred.
- Seven (7) to ten (10) years of progressively responsible secretarial or administrative support experience, and the ability to type at a prescribed rate of speed.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of computer principles, techniques, and procedures.
- Requires the ability to display knowledge of operating principles and characteristics of information systems and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of standard office practices, procedures, and equipment.
- Requires the ability to display knowledge of basic accounting mathematics, bookkeeping methods, and principles.
- Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Requires the ability to exercise discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, citizens, and other county officials and staff.
- Requires the ability to display knowledge of applicable state and federal statutes, rules, regulations, laws, and ordinances controlling the activities of a particular educational unit or department.
- Requires the ability to display knowledge of operation of a computer keyboard and utilizing standard software applications used by the District.
- Requires the ability to develop effective work methods and procedures. Interpreting, explaining, and applying applicable laws, regulations, and policies.
- Requires the ability to make decisions in accordance with applicable laws, regulations, and policies.
- Requires the ability to assemble and organize data and prepare reports from such data.
- Requires the ability to meet and interact with the public in an effective, courteous, and cooperative manner.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical office environment, use standard office equipment, read printed materials and a computer screen, and communicate in person and over the phone. Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, fingering, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and the ability to be responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: