

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

SUPERINTENDENT'S SECRETARY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Postsecondary training, college credit or Associate degree preferred.
- (3) Computer proficiency.
- (4) Four (4) years successful secretarial/clerical experience.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school system and the community. Knowledge of school district procedures and programs. Knowledge of district finance and budget procedures. Thorough knowledge of grammar and spelling. Ability to organize and establish priorities. Ability to communicate effectively with administrators, school board members, district staff and the public. Ability to maintain confidentiality. Ability to use computer applications including word processing, spreadsheets and databases proficiently. Ability to use various office equipment. Ability to make decisions recognizing established procedures and practices, and to handle routine administrative details independently. Ability to understand and follow complex oral and written instructions. Ability to compose letters and memoranda. Ability to proofread and edit.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent and School Board in conducting the administrative operations of the school system efficiently and effectively.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Act as a liaison between schools, departments, administrators, the community and the Superintendent's office; refer requests to appropriate office, department, or personnel.
- *(2) Schedule all appointments for the Superintendent.
- *(3) Organize and coordinate meetings and workshops for the Superintendent, including space, time and place; ordering of food, set up and clean up; inform participants of topics to be discussed and provide background information if necessary.
- *(4) Compose, type, and distribute minutes of meetings to appropriate staff or committee members.
- *(5) Receive and distribute mail.
- *(6) Make all travel and accommodations arrangements for the Superintendent.

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- *(7) Perform secretarial services for School Board members as requested.
- *(8) Review various forms, contracts and documents for accuracy and completeness prior to execution by the Superintendent.
- *(9) Review outgoing correspondence for accuracy and completeness.
- *(10) Attend School Board meetings, workshops and other appropriate activities.
- *(11) Compose letters and memoranda, complete correspondence and compile research material as needed by the Superintendent.
- *(12) Prepare purchase requisitions, warehouse requisitions and complete routine form requests.
- *(13) Select, order and maintain adequate office supplies and equipment.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra-Agency Communication and Delivery

- *(15) Receive all incoming correspondence and U.S. mail; open, evaluate, copy and disseminate mail.
- *(16) Handle all calls and requests for information.
- *(17) Screen parent/community complaints and/or concerns for referral to proper department.
- *(18) Exercise a service orientation when working with others.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Keep supervisor informed of potential problems or unusual events.
- *(21) Use effective, positive interpersonal communication skills.

Professional Growth and Improvement

- *(22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(23) Maintain knowledge of rules and regulations.
- *(24) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(25) Review relevant items for Board agendas.
- *(26) Order awards and certificates for presentation at Board meetings.
- *(27) Represent the district in a positive and professional manner.
- *(28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(29) Follow federal and state laws, as well as School Board policies, rules and procedures.
- *(30) Represent the district in a positive and professional manner.
- *(31) Demonstrate support for the school district and its goals and priorities.
- *(32) Ensure adherence to good safety standards.

Leadership and Strategic Orientation

- *(33) Assist in implementing the district's goals and strategic commitment.
- *(34) Exercise proactive leadership in promoting the vision and mission of the district.
- *(35) Set high standards and expectations and promote professional growth for self and others.
- *(36) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(37) Maintain confidentiality regarding school/workplace matters.
- *(38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

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- *(39) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

Job Description Supplement 05

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.

Board approved: May 8, 2012