

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### EXECUTIVE SECRETARY TO THE SCHOOL BOARD & SUPERINTENDENT CONFIDENTIAL

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent with extensive secretarial course work or training from a recognized school or college.
- (2) Five years of progressively responsible experience in complex secretarial work with three years in Flagler County.
- (3) Take and transcribe dictation at a prescribed rate of speed.
- (4) Type at a prescribed rate of speed.
- (5) Proficient in computer word processing and other office software systems.
- (6) Meet the qualifications necessary to be a Notary Public.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operations and functions of the School Board as related to handling of requests for information. Ability to work independently, highly motivated, capable of setting priorities and maturity to handle heavy workloads. Thorough knowledge of business English and mathematics. Considerable knowledge of the principles and practices of office management. Demonstrated written and oral communication skills. Ability to take and transcribe dictation and type at a prescribed rate of speed. Ability to interpret rules, regulations and policies and to use mature judgment in making decisions in accordance with the established precedent. Ability to establish and maintain effective working relationships with the employees and the public. Ability to use discretion in handling sensitive and confidential information. Ability to use a computer, proficient in word processing skills.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To support the Superintendent with the many operational and administrative details, performing a variety of clerical tasks and making decisions which require the use of independent and mature judgment.

#### SUPERVISES:

Office staff as assigned

#### PERFORMANCE RESPONSIBILITIES:

- (1) Take telephone calls and screen for the Superintendent/Assistant Superintendent/School Board, and direct to appropriate area of responsibility.\*
- (2) Open, sort, and disseminate mail.\*
- (3) Prepare Board agenda for distribution to Board members, Superintendent, administrative staff, newspapers, schools and all personnel.\*
- (4) Serve as backup to Legal Assistant/Paralegal in preparation of Board agenda packet. Attend Superintendent's staff meeting for briefing on items to be included in the packet.\*
- (5) Attend and take minutes at all Board meetings, workshops, and hearings, and serve as recording secretary in the absence of the Legal Assistant/Paralegal.\*
- (6) Transcribe minutes of all Board meetings for permanent records insuring that the minutes reflect Board action in the absence of the Legal Assistant/Paralegal.\*
- (7) Research various requests for pertinent information from prior Board meetings. Make copies of records upon request.\*
- (8) Arrange for review and duplication of Board meeting tapes upon request.
- (9) Perform bookkeeping functions as it applies to money received for copies of narratives, tapes, and miscellaneous copy request from the public under the public records law.\*

**EXECUTIVE SECRETARY TO SCHOOL BOARD & SUPERINTENDENT (Continued):**

- (10) Maintain calendar of Board meetings, workshops, and hearings. \*
- (11) Effectively supervise and coordinate the work of other employees as required by supervisor.
- (12) Ensure Board agenda supplemental material and minutes books are maintained for permanent record in the absence of the Legal Assistant/Paralegal.\*
- (13) Review all invoices for legal advertisements for accuracy in the absence of the Legal Assistant/Paralegal.\*
- (14) In the absence of the Legal Assistant/Paralegal, implement and maintain legal notice requirements pertinent to the School Board as required by Florida Statute.\*
- (15) In the absence of the Legal Assistant/Paralegal, obtain signature of Superintendent and Board Chairman on School Board action items.\*
- (16) In the absence of the Legal Assistant/Paralegal, disseminate approved Board agenda information the day following the School Board meeting.\*
- (17) Assist in monitoring budget for Superintendent and School Board.
- (18) Assist in preparing requisitions and ordering supplies for the Superintendent and School Board.
- (19) Assist with preparing department budget and maintain accounting, bookkeeping and payroll records.
- (20) Assist in supervising the flow of communication for the office.\*
- (21) Create and maintain current District organizational chart.\*
- (22) Participate in training to update and expand clerical, financial, office procedures and interpersonal skills.
- (23) Attend other meetings as requested by the Superintendent and record minutes, if deemed appropriate.
- (24) Communicate effectively with School Board members and School Board attorney as liaison to Superintendent and staff.\*

**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.

**TECHNOLOGY ACCESS:**

Skyward Bookkeeper Employee View, Web District Secretary, Student District Secretary Group

**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.

**Salary Lane:** CONF  
**Classification:** Confidential/Professional

**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**

**BOARD APPROVED: March 1, 2016**