



EMPLOYEE NAME: _____

Revised: 12/91; 6/92; 5/93; 2/94; 12/94; 3/95; 3/96
11/96; 2/98; 4/01; 10/09; 4/12; 10/12; 6/18; 6/21

JOB DESCRIPTION

POSITION TITLE: Executive Secretary III	JOB CODE: 487A
DIVISION: Academic	SALARY SCHEDULE: Executive Secretary
DEPARTMENT: Academic	WORKDAYS: 238
REPORTS TO: Chief Academic Officer	PAY GRADE: Exec Sec II (NEX3)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the operation of the Chief Academic Office which entails a high quality of secretarial work and computer skills, routine clerical duties and heavy telephone duties with an emphasis on courtesy and favorable impressions of the school system.	

REQUIREMENTS:

1.	Educational Level: High School Diploma required
2.	Certification/License Required: None
3.	Experience: 5 years of secretarial experience at the executive level
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to prioritize tasks and manage time effectively to meet tight deadlines; ability to analyze technical reports; excellent word processing, spreadsheet, database and internet research skills; ability to confidently manage ambiguity and constant change

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates ability to use discretion in matters that are sensitive in nature and require confidentiality.
3.	Keeps Chief Academic Officer informed of situations and circumstances which require special attention.
4.	Acts as a liaison between the Chief Academic Officer and other department staff members, transmitting directives, instructions, and/or assignments including documenting and implementing processes across the division.
5.	Processes monthly payroll.
6.	Tracks and reports on deliverables, tasks, and action items daily.
7.	Prepares agendas, process updates notices, and resolutions for meetings.
8.	Prepares annual division budget documents and maintains financial records in accordance with District policy.
9.	Compose, review, and edit outgoing communication.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____