



EMPLOYEE NAME: _____

Revised: 1/86; 10/89; 7/90; 7/92; 11/92; 2/93; 5/93; 6/93; 3/96,
4/98, 9/98, 04/04; 2/05; 7/11; 9/11; 10/12; 6/18; 4/21

JOB DESCRIPTION

POSITION TITLE: Executive Secretary III	JOB CODE: 487A
DIVISION: Operational Support	SALARY SCHEDULE: Executive Secretary Annual
DEPARTMENT: Operational Support	WORKDAYS: 238
REPORTS TO: Chief Technology & Operations Officer	PAY GRADE: Exec Sec III (NEX3)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the operation of the Chief Technology & Operations 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 or GED 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; organization; public relations; and word processing

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 Technology & Operations Officer informed of situations and circumstances which require special attention.
4.	Schedules appointments, meetings, and maintains calendar information for Chief Technology & Operations Officer. Maintains office in a neat and orderly appearance.
5.	Receives and screens telephone calls; communicates appropriately with staff, school district personnel and public by telephone and in writing.
6.	Processes travel reports, forms, and mail.
7.	Maintains accurate budget files and financial transactions for division.
8.	Prepares and processes purchase requisitions, purchase orders and other similar requests for personnel and/or equipment.
9.	Maintains adequate knowledge of operational practices and procedures to assist administrators, secretarial staff, and clients.
10.	Handles routine operational business in the absence of the Chief Technology & Operations Officer.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____