

# SCHOOL DISTRICT OF ALACHUA COUNTY

## ASSISTANT -- EXECUTIVE

### JOB DESCRIPTION

<b>FLSA:</b>	Non-Exempt	<b>BARGAINING UNIT</b>	No
<b>PAY</b>	27	<b>ELIGIBILITY:</b>	
<b>GRADE:</b>		<b>SALARY SCHEDULE:</b>	Professional/Technical

#### QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Minimum of six (6) years successful secretarial/clerical experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and support duties necessary for the work-site administrator. Considerable knowledge of office practices and procedures, including financial functions. Considerable knowledge of School Board policies. Knowledge of the organization, operation, programs and goals of the district. Ability to understand and carry out complex oral and written directions. Ability to operate a computer and utilize software applications for word processing, databases, spreadsheets, and other functions. Ability to communicate well, both orally and in writing, using correct grammar, spelling and business English. Ability to prepare correspondence and reports in an articulate manner. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently, take initiative and make decisions with minimum supervision. Ability to work effectively with and provide information to administrators, other departments, media, general public and parents. Ability to collect, evaluate and analyze data. Ability to perform administrative functions related to accounting, personnel, payroll, purchasing and report writing. Ability to schedule time and to handle multiple tasks in a variety of situations.

#### REPORTS TO:

Work-Site Administrator

#### JOB GOAL

To perform highly responsible, complex secretarial and support functions to maintain the smooth and efficient operation of the department.

#### SUPERVISES:

Assigned personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Act as liaison between supervisor and district/school-based administrators and staff, parents, media and the general public screening calls, setting up appointments, arranging meetings and disseminating information.
- \* (2) Follow instructions to perform advanced secretarial/clerical duties.

## ASSISTANT -- EXECUTIVE (Continued)

- \* (3) Type correspondence, articles, reports, manuals and other materials on general or technical subjects and draft routine acknowledgments in response to inquiries not requiring a supervisor's attention.
- \* (4) Coordinate travel arrangements, hotel accommodations, and conference registrations.
- \* (5) Keep accurate electronic/manual calendars and arrange conferences, meetings and appointments.
- \* (6) Examine, check and verify complex statistical and other reports for completeness and accuracy of computations, determine conformity to established requirements and personally follow up the more completed discrepancies.
- \* (7) Maintain updated and accurate files of general correspondence and business documents.
- \* (8) Answer telephone, screen callers and refer to appropriate person.
- \* (9) Maintain and monitor budgets and payroll as assigned.
- \* (10) Prepare and review materials for submission to the School Board.
- \* (11) Organize special projects as assigned.
- \* (12) Take notes at assigned meetings and assist supervisor in follow-up activities.
- \* (13) Serve on school/district committees as required.
- \* (14) Adhere to applicable safety standards.
- \* (15) Attend all staff meetings and workshops.
- \* (16) Assist with maintaining a clean and orderly environment.
- \* (17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (18) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (20) Demonstrate initiative in the performance of assigned responsibilities.
- \* (21) Demonstrate support for the school district and its goals and priorities.
- \* (22) Exhibit interpersonal skills as an effective team member.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain confidentiality regarding school/workplace matters.
- \* (25) Maintain expertise in assigned area.
- \* (26) Manage time efficiently.
- \* (27) Model and maintain high ethical standards.
- \* (28) Participate in cross-training activities as required.
- \* (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (30) Prepare all required reports and maintain updated and accurate records.
- \* (31) Represent the District in a positive and professional manner.
- \* (32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- \* (34) May be required to work beyond the 40 hour week.

*\*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.

**ASSISTANT -- EXECUTIVE (Continued)**

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 05**

Adopted 10/19/10