

EXECUTIVE SECRETARY

Reports to:	Assistant Superintendent Business Assistant Superintendent Curriculum Assistant Superintendent Human Resources Assistant Superintendent Student Services
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days, which shall include 7 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Executive Secretary assists the City of St. Charles District administration and Board of Education by providing general secretarial, bookkeeping and administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Performs non-routine and highly skilled secretarial work for district administrators.
- Reviews a variety of materials, including reports, letters, and memos for content and recommended changes.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively with staff to provide quality services to employees, students, and patrons of the district.
- Oversees the establishment and maintenance of office procedures and record keeping systems.
- Responsible for processing employee time records.
- Handles requests for general information, complaints, and inquiries regarding district policies and procedures to ensure efficient operation of the district.
- Accurately prepares state and district reports from raw data, which includes generating charts and graphs on the computer.
- Maintains confidentiality; unquestionable integrity.
- Can prioritize multiple tasks, work effectively under stress, meet short deadlines and take direction.
- Coordinates schedules of administrators.
- Can produce accurate work with frequent interruptions.
- Creates, copies, and distributes reports in a timely manner to ensure accurate information is distributed to appropriate students, staff, and community.
- Assures coordination of both verbal and written information to district employees.
- Completes special projects as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Two year college, technical degree or equivalent from accredited university
- Five or more years of related experience.
- Ability to make decisions on behalf of the students, staff, and community as necessary.
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.

COMMUNICATION SKILLS:

- Ability to write accurate reports and business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.
- Ability to apply basic algebra and geometry concepts consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent keyboarding skills and good grammatical, spelling and punctuation.
- Must pass a written secretarial test.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Executive Secretary
Revised: SY 2010-2011