EMPLOYEE NAME: ____________________________


JOB DESCRIPTION

POSITION TITLE: Executive Secretary II  
JOB CODE: 487A

DIVISION: Strategy and Accountability  
SALARY SCHEDULE: Executive Secretary Annual

DEPARTMENT: Technology Services  
WORK DAYS: 238

REPORTS TO: Senior Executive Director of Technology  
PAY GRADE: Exec Sec II (NEX2)

FLSA: Non-Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Maintains proficient operations of the office of the Senior Executive Director of Technology.

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. Schedules appointments, meetings, and maintains calendar information for the Senior Executive Director of Technology.
3. Maintains an efficient filing system including confidential files.
4. Receives and screens telephone calls; communicates appropriately with staff, school district personnel and general public by telephone and in writing.
5. Processes travel reports, forms and mail.
6. Maintains accurate budget files and financial transactions for division.
7. Prepares and processes purchase requisitions, purchase orders and other similar requests for personnel and/or equipment.
8. Assists in general conduct and business of the office of the Senior Executive Director of Technology.
9. Provides support and assistance for the division’s staff.
10. Provides support for Technology Directors.
11. Maintains adequate knowledge of operational practices and procedures.
12. Handles routine business in the absence of Senior Executive Director of Technology.
14. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date __________________

Signature of Supervisor ____________________________ Date __________________