

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary VI, Strategic Communications & Events	<b>JOB CODE:</b> 487B
<b>DIVISION:</b> Strategy and Accountability	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Strategic Communications & Events	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Senior Executive Director, Strategic Communications & Events	<b>PAY GRADE:</b> Rank VI (NC06)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides high quality administrative assistance and clerical services for the Senior Executive Director, Strategic Communications & Events.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Two years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, word processing and computer productivity tools, typing, ability to multi-task

*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.	Opens, reads, and routes all mail; handles correspondence for the Senior Executive Director, Communications & Events.
3.	Handles telephone and electronic communications among central office, school personnel, vendors, venues and the community; prepares correspondence as needed in final form & maintains files of all correspondence, documentation and reports.
4.	Designs and prepares reports, forms, presentations, and other supporting materials and documents in final form.
5.	Prepares and processes purchase orders for the Communications and Events Department.
6.	Processes and maintains data and records for procurement cards and other expenditures and revenue of the Communications and Events Department.
7.	Processes information and organizes and maintains records and files for active and archived events and projects.
8.	Prepares, duplicates, collates, and disseminates written and/or electronic materials to all schools and other appropriate departments, vendors, venues and personnel.
9.	Sets priorities and performs duties accordingly, demonstrates ability to work independently, and handles confidential matters in a professional manner.
10.	Prepares materials and information, attends and records minutes for meetings conducted by the Senior Executive Director, Communications & Events.
11.	Enters payroll postings for the Communications and Events departments and maintains records of regular and supplemental pay.
12.	Processes orders and manages delivery of diplomas for schools and individuals; maintains records of orders and deliveries.
13.	Maintains and coordinates the Senior Executive Director's calendar.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_