

Farmersville Unified School District

JOB DESCRIPTION

JOB TITLE: Executive Secretary/Office Manager (Confidential Position)

DEFINITION:

Under the general direction to serve as secretary to the superintendent, relieving the superintendent of administrative and office details; to perform highly complex and responsible clerical work; to provide support services to the Board of Education; to maintain relationship and communicate with other governmental organizations, media, staff, students, the public, business, and community organizations; and to do related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

- Prepares the agenda for the Board of Trustees' meetings
- Attends staff and board meetings; takes notes of business transacted and transcribes reports of minutes for review and edit by the Superintendent
- Attends to administrative detail on special matters assigned by the Superintendent
- Composes correspondence on own initiative on matters not requiring personal responses by the Superintendent
- Types reports, records, documents
- Maintains special confidential correspondence and administrative files
- Acts as office manager, overseeing staff in office (i.e. office coverage, ordering office supplies, caring for general office needs; acts as liaison to Superintendent; develops office routines)
- Performs research and prepares background information for special projects
- Undertakes special assignments as directed by the Superintendent
- Performs other duties as required

QUALIFICATIONS:

Knowledge of:

- Business English, including vocabulary, grammatical usage and punctuation
- Office methods, practices, procedures
- Rules, regulations, laws and policies governing the school district
- Operation of standard office machines, including computer

Ability to:

- Perform responsible clerical and secretarial work and take care of administrative detail
- Compose letters independently
- Perform arithmetical calculations with speed and accuracy
- Type at a speed of 40 wpm from a clear copy
- Compile and maintain accurate and complete records and reports
- Knowledge of computer applications
- Understand and carry out oral and written directions
- Maintain cooperative, effective relationships with those contacted in the course of work
- Attend meetings, classes, conferences, and inservice training
- Oversees volunteers, other employees, etc.

EXPERIENCE:

- four years in increasingly responsible clerical and secretarial experience, preferable at least two years of secretarial experience in a school district

EDUCATION:

- High school diploma with supplemental training in business courses
- Valid California driver's license

Physical Abilities:

- Able to lift up to 40 pounds
- Able to stand for entire work shift
- Able to sit at desk for entire work shift
- Perform repetitive work
- Able to use own transportation and run errands
- Able to see clearly to read and type
- Able to hear and speak to exchange information in person and on the phone

Length of Service:

- 12 month position, 8 hours daily: flexible hours to meet demands of the job