

EXECUTIVE OFFICE ASSOCIATE III

GENERAL RESPONSIBILITIES

Coordinate activities of support staff personnel at the School Division's Central Office; provide administrative and secretarial support to the Superintendent.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- File all materials, correspondence received.
- Type all correspondence, etc. required by the Superintendent.
- Receive all visitors to the Office of the Superintendent.
- Schedule appointments and maintain calendar for the Superintendent.
- Keep Superintendent abreast of happenings, information, etc.
- Review newspaper daily and maintains file on articles dealing with the school system.
- Proofread and edit incoming correspondence for Superintendent's signature.
- Take and transcribe minutes of all meetings required by the Superintendent.
- Compose most correspondence for Superintendent.
- Serve as a public relations liaison between Superintendent and public, school system staff, press, etc.
- Handle as many inquiries as possible, via telephone or in person.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of executive level support service management; office and computer equipment; routine data and budget management; procurement and purchasing procedures; organizational dynamics; skills to include clerical and support service skills, effective oral and written communication skills, time management and prioritization skills; ability to provide administrative assistance and support; maintain confidentiality; exercise professional decorum; work under minimal supervision; establish effective and harmonious working relationships; able to be a self starter, highly motivated individual that requires minimal supervision; able to effectively communicate with all levels of employees, the community, the Board, and related organizations; able to maintain confidentiality and integrity of the Board; extremely organized and possess high quality grammar and business English skills and writing skills; able to compose memos, letters, and reports for Superintendent's signature as well as his/her own signature; able to manage the Superintendent's calendar, refer questions, reports, investigations, and other follow ups to appropriate staff and maintain follow up system to ensure completion of necessary actions.

EDUCATION AND EXPERIENCE

High school diploma or GED; Associate's Degree in secretarial studies (or related field) preferred. Proficient in programs including, but not limited to, word perfect and spreadsheets. Extensive experience as an executive secretary and/or secretary to a top level position of an organization.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 6/00
-------------------------	------------------------