

Secretary to Superintendent/Assistant Business Manager Job Description

Job Title: Secretary to Superintendent/Assistant Business Manager

Exemption Status/Test: Nonexempt

Reports to: Superintendent

Dept./School: Executive Office

Pay Scale – Minimum \$41,837

226 Days

Primary Purpose:

Work under minimum supervision to ensure the efficient operation of the superintendent's office and provide clerical services to the superintendent and board of trustees. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, short correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

Knowledge of budgeting and accounting systems

Experience:

At least 3 years or more advanced secretarial or related experience with extensive contact with people

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.
2. Record minutes of executive staff and board meetings as required.
3. Prepare all correspondence, memoranda, and reports for superintendent.
4. Comply with policies established by federal and state laws and regulations, and local board policy



Reception and Phones

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public, board members, and staff and refer appropriate inquiries or problems to superintendent or other administrators.
6. Schedule appointments and maintain superintendent's calendar.
7. Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information. Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.

Other

8. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Maintain confidentiality.
11. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

