

Job Description

Sedgwick County Educational Services Interlocal Cooperative #618

Executive Director/General Counsel Secretary

Purpose Statement

The job of Director Secretary (New Job) is done for the purpose/s of supporting the educational process with specific responsibilities for providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to the Executive Director and the General Counsel.

Essential Functions

- Answers incoming calls for the purpose of responding to inquiries, transferring calls, taking messages, requesting information, and conveying information.
- Compiles information from a wide variety of sources (e.g. time sheets, calendars, expenditures, budgets, Internet research, etc.) for the purpose of preparing reports, making recommendations, and preparing information for assigned administrators.
- Coordinates a wide variety of projects, functions, and program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Maintains a wide variety of documents, files, and records (e.g. employee records, financial records, legal files, reports, etc.) for the purpose of providing up-to-date information and historical references in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned administrators (e.g. program components, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings (e.g. workshops, in-services, staff meetings, etc.) for the purpose of providing and receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents, and correspondence (e.g. memorandums, meeting minutes, reports, bulletins, correspondences, event programs, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on administrative procedures (e.g. department and program policies, submission procedures, etc.) for the purpose of orienting new personnel and disseminating information to existing personnel.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Represents assigned administrator in their absence for the purpose of conveying and gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and recommendations that address a variety of administrative requirements.
- Responds to inquiries from a variety of parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties, and providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations and accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.

- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentiles, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment. Regular attendance is an essential function of the job.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: GED.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Approval Date

Salary Grade

Non Exempt