

Job Title: **SECRETARY, DEPUTY SUPERINTENDENT OF BUSINESS SERVICES AND CHIEF FINANCIAL OFFICER**
Reports to: Deputy Superintendent of Business Services and Chief Financial Officer
Dept./School: Central Administration
Wage/Hour Status: Non-exempt
Date Revised: September 21, 2026

Primary Purpose

The Deputy Superintendent of Business Services and Chief Financial Officer Secretary manages the routine work activities of the administrative department office. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

QUALIFICATIONS

Education/Certification

High school diploma or GED
College hours preferred

Special Knowledge/Skills

Proficient typing/word processing (minimum 45 WPM) and file maintenance skills.
Demonstrate good communication skills (writing, spelling, listening, and speaking).
Demonstrate good organizational skills.
Able to perform work as a member of a team.
Able to work with the public.
Able to organize, prioritize and perform tasks with limited supervision.
Able to follow through to completion all assigned tasks.
Able to work at an assigned work station.
Able to assist in the establishment of community partnerships.
Able to develop marketing materials.

Experience

Minimum three years secretarial and accounting experience, preferably in a public education environment.
Minimum three years of experience working with computer software applications, including Microsoft Office.
Experience in developing/promoting school and community partnerships.

MAJOR RESPONSIBILITIES AND DUTIES

1. Uses designated computer software programs to perform tasks including writing letters and memos, maintaining a daily calendar and task list, and creating and maintaining spreadsheets and databases.
2. Assist with the coordination of the Superintendent and Board of Trustee meetings. Serve as the recording secretary for regular and special meetings of the Board of Trustees, finalize the minutes for adoption, and assist with maintaining the official board minute book. Prepare, post, and distribute agenda with supporting materials.
3. Prepares copies, files and distributes correspondence, data and reports.
4. Receive, sort and distribute departmental mail.
5. Greets Business Office visitors, answers telephones and schedules appointments.
6. Coordinate travel arrangements for the Deputy Superintendent of Business Services and Chief Financial Officer including conference registration, lodging and transportation, and prepare itineraries.
7. Prepares purchase orders, check requests and travel forms as directed and tracks goods or services ordered.
8. Assists in developing and monitoring the Deputy Superintendent of Business Services and Chief Financial Officer's budget in compliance with District accounting policies and procedures.
9. Follow Business Office procedures and District policies and procedures.

10. Assists with the District Playoff and Instructional Field Trips budget.
11. Submit and file liability insurance claim reports.
12. Attend appropriate workshops/conferences for the purpose of ongoing training.

Other

13. Maintain confidentiality of privileged and sensitive information.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
15. Perform all other tasks and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional district and statewide travel.

Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____