

Job Title: SECRETARY, CHIEF OPERATIONS OFFICER
Reports to: Chief Operations Officer
Dept./School: SPC – Administration Building
Wage/Hour Status: Non-exempt
Date Revised: August 20, 2018

Primary Purpose

Organize and manage the routine work activities of an administrative department office and provide clerical services to the Chief Technology Officer and other staff members. 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
Knowledge of school district organization, operations, and administrative policies
Excellent organization, communication and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience

Three years or more advanced secretarial experience with extensive contact with people
Prior experience in executive office of public school district or another entity

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Compose, prepare and distribute routine correspondence to staff on a timely and accurate manner.
2. Greet visitors in a courteous and diplomatic manner.
3. Handle a variety of incoming calls assuring that all are handled promptly and expeditiously.
4. Talk to parents, students, teachers, principals and others regarding issues/problems and or questions assuring that an appropriate response will be made.
5. Maintain a schedule of appointments, school board meetings, school visitations, etc., for the Chief Operations Officer, ensuring thoroughness, accuracy and timeliness.
6. Prepare and monitor the annual campus and district furniture allotment purchase orders.
7. Open and review all incoming mail for the division ensuring that each item is forwarded to the appropriate individual for prompt action.
8. Maintain all records, drawings, and other materials of all school facilities, sites, new construction, and portable buildings.
9. Maintain all bidding and construction schedules, and assist with the contract documents.
10. Assist with the preparation of all construction contract payments and schedules.

11. Maintain all of the District photocopier contracts and assist with the preparation of all payments.
12. Prepare all district rental contracts and collect/deposit all money collected.
13. Maintain a complete and systematic set of records of all financial transactions for the office.
14. Maintain general and appropriations ledgers on an encumbrance basis.
15. Prepare reports concerning the status of budgetary accounts to guard against the overspending of any budgeted account.
16. Prepare and monitor all purchase requisitions to determine correctness of information, price extensions, and coding information.
17. Fax all student travel requests to the Transportation Department and submit it to Accounting Department for processing.
18. Assist with Facility Planning Committee Meetings – Contacts members and makes copies of materials to distribute at meetings.

Other

19. Perform other duties as assigned by supervisor.
20. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, printer, copier, and fax machine

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. 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:** _____