



**EXECUTIVE OFFICE ASSOCIATE III**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Superintendent, the position is responsible for providing administrative and clerical support to the Superintendent.

**ESSENTIAL FUNCTIONS**

(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 as well as electronic platforms, social media, etc. 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
- (Remove bullet) 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 the 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 a follow up system to ensure completion of necessary actions.

**EDUCATION AND EXPERIENCE**

**Required:**

High school diploma or General Education Development (GED).

Proficient in software programs including, but not limited to, Microsoft Suite.

Extensive experience as an executive secretary or secretary to a top-level position of an organization.

**Preferred:**

Associate degree in secretarial studies (or related field).

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



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 5/19
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