

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE RECORDING SECRETARY

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) year Degree with secretarial science training.
- (3) Minimum of five (5) years secretarial experience at administrative level.
- (4) Proficiency in computer operations.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess personal skills needed to perform difficult tasks relating to the public, staff and School Board. Skills in meeting difficult situations with tact and finesse enabling problems to be solved. Basic knowledge of secretarial skills and computer proficiency. Ability to display good judgment in dealing with confidential matters.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in his role as Secretary and Executive Officer to the Board regarding all aspects of the School Board Agenda/Meetings.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Collect, organize, compile and distribute School Board agendas for regular, special meetings and workshops.
- * (2) Arrange for the advertising of all School Board meetings, workshops, Citizen's Advisory meetings and other meetings as prescribed by law.
- * (3) Record, transcribe and distribute official minutes of all meetings and workshops.
- * (4) Respond, as directed, in preparing correspondence as needed.
- * (5) Obtain appropriate approval and/or signatures on all documents acted upon by the School Board.
- * (6) Maintain files of all School Board actions as required by policy and law, including archives room of minutes and backup since 1800's, and storage needs and accessibility should be addressed.

Inter / Intra-Agency Communication and Delivery

- * (7) Coordinate use of any rooms or facilities for meetings held off-site; i.e., schools.

ADMINISTRATIVE RECORDING SECRETARY (Continued)

- * (8) Provide Internet posting of minutes to School District web page.
- * (9) Serve as liaison between the Superintendent, staff and School Board.
- * (10) Interface with School Board members keeping them informed.
- * (11) Assist District staff, state auditors and members of the public in researching minutes as needed.
- * (12) Interface with administration, School Board and School Board Attorney as needed.
- * (13) Use effective communication skills to interact with a variety of people and problems.
- * (14) Establish / distribute calendar of all meetings and workshops.

Employee Qualities / Responsibilities

- * (15) Perform detailed work in an effective manner.
- * (16) Handle high stress situations and deadlines as established by law.
- * (17) Interface with a variety of people in a pleasant, but informative manner.
- * (18) Maintain confidentiality in dealing with sensitive issues.
- * (19) Meet a flexible work schedule as required with needs to be classified based on established requirements.

System Support

- * (20) Prepare, compile and distribute School Board meeting and workshop agendas.
- * (21) Provide interpretation of School Board action and decisions as requested.
- * (22) Assist in preparation of all required reports in a timely manner.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 10

Date of Board Approval: August 21, 2001

Date of Revision: April 19, 2005