



ADMINISTRATIVE SECRETARY – CONFIDENTIAL

SUMMARY/SCOPE/GOAL

To perform District-based duties associated with providing administrative support to the department Director. Ensure the smooth and efficient operation of the department by performing a variety of complex secretarial and administrative duties.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent required.
- Three (3) years increasingly responsible experience performing executive or administrative secretarial duties. (Business college or relevant course work may be substituted for experience).
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.
- Type at 40 correct words per minute.

PREFERRED/DESIRED:

- School Board experience preferred.
- Training in business office management, secretarial science, or a related field preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Perform secretarial and administrative assignments with minimal direction from departmental director level administrators.
2. Maintain department/division records as required.
3. Receive and route incoming calls. Answer multiple phone lines, answer questions, resolve problems, and provide information, as necessary.
4. Prepare payroll reports for all bi-weekly personnel including instructional, support and administrative staff; enter time records on the terminal; verify payroll printouts as correct.
5. Prepare appropriate leave paperwork for departmental employees and complete travel arrangements and prepare and process expense reports as needed.
6. Independently compose and prepare correspondence, memoranda and forms required of the department.
7. Receive, send, and distribute incoming and outgoing mail/courier.
8. Serve as liaison for the Director with other District staff and the public.

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9. Maintain confidentiality in all communications whether of oral, written, or electronic manner and in all aspects of the position.
10. Schedule appointments and facilities use, maintain supervisor's appointment calendar; advise supervisor of meeting/appointment schedule on daily basis and provide him/her with appropriate materials.
11. Receive and screen callers in a professional, polite, and tactful manner; give assistance on the operations of the office to persons seeking assistance; have the knowledge to refer callers to other employees, officials or departments when warranted.
12. Take and transcribe minutes of conferences, meetings or other official functions as required.
13. Prepare, word process, and assemble booklets and other materials for printing and subsequent District-wide distribution.
14. Ensure that office equipment is working properly; make necessary calls for repairs. Maintain all property control records and assist with property audits as needed.
15. Process purchase orders; monitor budget expenditures. Complete budget and expense transfers as needed. Maintain spreadsheets for all projects.
16. Professionally prepare agendas for meetings, prepare Board agenda items, contracts, and other documents as required by the supervisor.
17. Complete database entries to include, but not limited to correspondence, work orders, payroll, and management systems.
18. May serve as the department level employee benefits contact, United Way contact and/or Savings Bond contact person.
19. Process all new employee records, appointment forms and reclassification/transfer forms. Monitor and maintain accurate records on all employees.
20. Maintain an efficient operating office including all office supplies and needed materials.
21. Create and maintain filing systems for the department including but not limited to, vendors, consultant information, projects, audit, and general correspondence.
22. Process department information: sorts, dates, highlights, and distributes to other areas of the department as needed.
23. Handles emergency situations and notifies appropriate personnel for resolution.
24. Utilize a wide variety of reference, descriptive, and/or advisory data and information.
25. Carry out instructions furnished in written, oral, or diagrammatic form.
26. May manage Federal, State, and local budgets and grants.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to provide administrative and secretarial support to a departmental director level or above. Extensive knowledge of the operation and programs of the school system preferred. Considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence necessary. Requires advanced computer skills including graphics, charts, spreadsheets, complex work processing, forms, and template development in Window-based applications. Ability to make decisions in accordance with federal, state, and local rules, regulations and statutes and Board policy and apply these to work problems. Ability to deal

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effectively and courteously with members of the community and school system. Ability to use independent judgment in the performance of duties assigned. Must be able to manage multiple tasks efficiently and effectively in stressful situations. Extensive oral and written communication skills necessary. Discretion is mandatory. Ability to be a self-starter and a self-motivated individual. Must possess exceptional organizational skills. Requires considerable knowledge of other departments' functions. Must be familiar with subjects of a technical or highly professional and confidential nature. Flexibility to deal with changing priorities a must. May be required to be a Notary Public.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	<u>Human Resources</u>	DEPARTMENT:	<u>Professional Standards and Labor Relations</u>
TITLE CODE:	<u>L3669</u>	CONTENT BY:	<u>Human Resources</u>
GRADE:	<u>11</u>	COMPENSATION:	<u>Human Resources</u>
UNIT:	<u>NB (Non-Exempt)</u>	LABOR RELATIONS:	<u>Director – Professional Standards & Labor Relations</u>
LAST BOARD APVD:	<u>2/27/2024</u>	CLASSIFICATION:	<u>Assistant Superintendent – Human Resources</u>
SCHEDULE:	<u>8 Hrs. - 12 Mos. – 255 Days</u>		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/8/1998	Developed	
1.1	10/1/2001	Revised	
1.2	1/2002	Revised	
1.3	2/26/2002	Revised	
1.4	8/22/2006	Revised: Grade changed	
2.0	12/1/20	New Format	Human Resources
2.1	10/13/2021	Updated requirements and job functions for current technology standards.	Ellie Kelly – Human Resources
3.0	4/12/2022	Board approved changes	Board
3.1	2/8/2024	Increase grade due to compression caused by 1010 table update	Mr. Dufrain – Asst. Superintendent Human Resources
3.2	2/27/2024	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.