



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Executive Secretary to the Superintendent
Payroll/Personnel Type:	12 Month
Job #:	8374
Reports to:	Superintendent
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Perform the duties required to provide highly confidential administrative secretarial support and staff assistance to the Superintendent.

Essential Functions:

- Assist the Superintendent in the general administrative operations of the school district
- Screen, respond to and satisfactorily process inquiries received from principals, parents, students, administrators, Board members, officials and other district constituents, responding on own initiative or directing to the Superintendent or other district personnel
- Compose documents (e.g. correspondence, agenda minutes, bulletins, reports, etc.) for the purpose of communication information to school and district personnel, the public, state officials, Board Members, etc.
- Prepare reports for the Superintendent as requested
- Greet, provide information and assist office visitors, parents, staff, Board members, officials and other district constituents
- Support budgeting and payroll functions for the Department
- Maintain Superintendent's member's calendar, schedule appointments, arrange meetings at his/her request and schedule other meetings as needed
- Gather, assemble and maintain a tickler file of background information needed by the ELT members
- Coordinate travel needs for the Superintendent, including securing tickets, hotel reservations, rental cars, charter flights, etc.
- Type or verbally convey confidential information on Board policies, administrative decisions, and other related matters to administrators, Board members, officials and other district constituents as directed by the Superintendent
- Receive, check, approve and sign requisitions, vouchers, forms, and documents in a timely manner for the Superintendent or under own signature
- Serve as confidant on sensitive matters relating to parents, staff, Board and district constituents
- Compose correspondence for own or Superintendent's signature, using knowledge of district policies and procedures
- Perform related duties or special projects
- Input payroll information for Superintendent's office
- Prepare, maintain and monitor the budget and expenditures for the Superintendent's office
- Ensure maintenance of the complex, confidential filing system for the Superintendent's office
- Attend meetings and events; serve on committees or as project manager for various special projects
- Ability to establish and maintain effective working relationships with superiors, associates and the general public and to effectively convey information on departmental programs



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- Responds to inquiries (e.g. staff, the public, parents, and/or students) for the purpose of providing information and/or direction as may be required
- Requisition supplies and equipment using standard purchase
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to interpret instructions written and oral
- Ability to effectively work and interact with others
- Ability to work independently and handle day-to-day operations in the absence of the administrator
- Ability to use proper business English, spelling and punctuation in written communications

Experience:

- Minimum of four to five years of experience of responsible office/clerical and administrative support experience for management personnel

Education:

- High School Diploma or Equivalent (required)
- Broad specialized training with a focus on office functions, business practices and personal computer

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.