

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: SECRETARY TO THE SUPERINTENDENT

CLASS: Support Personnel

LEVEL: Central Office Administrative

DEPARTMENT: Superintendent's Office

SUPERVISOR: Superintendent

SERVICE TYPE: Classified

FLSA: Non-exempt

SALARY: BCS Salary Schedule

TERMS OF EMPLOYMENT: 12 Months

JOB GOAL:

To perform complex clerical services and assist with administrative duties requiring initiative and judgment to support the functions of the Superintendent's office.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED recognized by the SDE.
2. Completion of a trade or technical school business program, OR
3. Verified proof of five (5) years' successful experience as a secretary with comparable responsibilities in the private or public sector, OR
4. Verified proof of four (4) years' successful experience as a secretary with comparable responsibilities in a school system.
5. Proficient in the use of computer programs including Microsoft Word and Excel; keyboarding and word processing skills required.
6. Competent in the use of office equipment, office procedures and practice.
7. Possess and maintain valid Alabama driver's license and insurable driving record required.
8. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Greet the public and direct them to the appropriate office.
3. Answer the main telephone coming into the Superintendent's office; transfer calls, take messages and return telephone calls as required.
4. Maintain the postage machine; assist with mailing packages; repair the postage machine as required.
5. Report maintenance needs for the Trouble Ticket Server as required.
6. Maintain front office copier; make copies as required; report maintenance needs to appropriate personnel.

7. Maintain and order office supplies for the front office.
8. Post current job openings on the front entrance bulletin board; post bids.
9. Sort mail and place in employee mail slots; maintain staff mail slots for Superintendent and other employees.
10. Order janitorial supplies as requested; report central office maintenance needs to appropriate personnel; report garbage pick-up service as needed.
11. Assist the Superintendent by sending e-mails, making phone calls, scheduling conferences; processing registration for conferences; taking notes at meetings as requested.
12. Create and maintain calendars for the use of the Central Office Board room, conference room, auditorium, alternative building, the professional development rooms.
13. Maintain renting and usage packages for those wishing to rent the auditorium for community and civic functions; maintain the record and applications of those using the auditorium.
14. Process posting request forms by principals followed by job announcement postings; keep a record of job announcement postings; enter job announcements on Teach Alabama with the SDE and process applications as required; prepare and process new hire letters as needed; post all job announcements in the local newspaper.
15. Maintain certified and support personnel files; keep files current; pull files of resigned, retired and terminated employees and place in appropriate location.
16. Retain and check to see that all files of new teachers are complete; relate information to teachers concerning teaching certificates and renewal of certificates as needed; process transcripts and verification of higher degree forms for teachers receiving higher degrees; maintain file of teachers who have applied for higher degrees.
17. Maintain "dead files" of former employees.
18. Complete verification of experience forms as requested.
19. File and maintain applications as required; dispose of old and out-dated applications.
20. Prepare and process payroll checks for distribution each payroll period.
21. Process teacher certificate renewal information as required.
22. Maintain records for classroom, janitor and CNP substitutes; distribute packets for completion by applicants; verify files are complete before employment; maintain a file of substitutes whose fingerprints have cleared and follow-up unclear files; maintain a database of valid substitutes and send to schools.
23. Prepare packets and mail to Board members before Board meetings; take minutes at each meeting; retain signatures of Board members and place them in the official record book; complete supporting paperwork for each item on the agenda as required; record Board minutes in the official record book; keep and maintain all official Board meeting records.
24. Take notes at each principal meeting; maintain a folder of principal meeting each year.
25. Keep and maintain school directories each year.
26. Maintain a sign-out sheet for administrators and others as required.
27. Start and maintain folders for all building projects.
28. Create and mail bids and retain bid files.
29. Maintain school census records as required; assist public needing census information.
30. Collect and receipt cash and maintain records for parents signing up for STI HOME.
31. Collect and maintain beginning and ending or school year check-off lists.
32. Assist with Schools Foundation project.