



Columbia County School District Job Description

Position Title: Administrative Secretary I		
Department: Office of the Superintendent	Evaluation Instrument: Performance will be evaluated annually by the Superintendent in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Level Q	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Superintendent		

MINIMUM QUALIFICATIONS

Education: Post-secondary education and experience as an executive secretary in a corporate or educational setting required. Proficient in Microsoft Office, particularly Excel. Minimum of three years successful experience in an executive office.

Essential Knowledge and Skills: Ability to work effectively with professional staff; excellent leadership and communication skills; good judgment and interpersonal skills necessary to deal with diverse publics; knowledge of Board of Education policies and procedures; knowledge of state rules and practices.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Serves as Administrative Assistant to the Superintendent of Schools.
- Prepares information and provides input for student projections for current and future school years.
- Prepares certified and non-certified personnel allotments for individual schools and the school district.
- Maintains accurate first ten days of school and twenty-day enrollment counts by individual schools and the school district.
- Coordinates with the Superintendent and Chief Human Resources Officer changes to allotments across the district during the first ten days of school.
- Monitors summer registration enrollment and reports information to the Superintendent.
- Assists the Administrative Assistant II in the performance of duties and responsibilities required for the effective operation of the Superintendent's office.
- Schedules appointments and maintains a calendar of events for the Superintendent.
- Acts as recording secretary for Superintendent's staff meetings.
- Maintains a schedule for the use of the Board of Education conference rooms and coordinates requests for building repairs and general maintenance as needed.
- Acts as the fixed assets clerk for the Superintendent's office.
- Maintains the leave without pay requests database for schools and departments.
- Maintains budget accounts, including community activity funds, and purchases supplies.
- Reconciles month P-card purchases and reports.
- Maintains monthly time and attendance reports for the Superintendent's office.
- Maintains a system, in conjunction with the Chief Technology Officer, to ensure central office building access and security remain current.

- Assists in the preparation of materials, room set-up, and catering for presentations, retreats, conferences, Board meetings, and the Superintendent's advisory councils and agendas and minutes.
- Schedules clergy for invocation and 4-H presidents for pledge for all Board of Education meetings.
- Disperses all mail addressed to Board of Education members.
- Reviews and post official Board meeting minutes to the Columbia County Board of Education website.
- Posts on the Board review site reports of student incidents involving law enforcement.
- Notifies Board of Education members when emergency vehicles are called to schools.
- Makes travel arrangements for Board of Education members and the Superintendent.
- Responds to a wide variety of inquiries from parents, staff, school personnel, professional organizations and others for the purpose of resolving issues, providing information, and/or referring to appropriate personnel
- Acts as office manager with responsibilities including, but not limited to, communicating effectively with staff all pertinent information relative to smooth operations and working with the head custodian to ensure building security and cleanliness.
- Operates professionally in a confidential manner with all matters.
- Maintains skills in filing, accounting, record keeping and computer operation.
- Reflects knowledge of English grammar, punctuation, and mathematics.
- Interprets written materials and communicate effectively, both in writing and orally.
- Schedules and coordinates meetings and conferences.
- Obtains a grasp of the policies, procedures, and services provided by the Superintendent's office.
- Keeps the Superintendent informed of all matters pertinent to responsibilities.
- Performs any and all additional duties as required by the Superintendent.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2018