

**School District of Santa Rosa County  
Job Description**

**Secretary, Administrative**

<b>Reports to:</b> Superintendent	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Superintendent	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 26, 2014	<b>Job Code:</b> 11030
<b>Position #:</b> 72091	<b>Range:</b> 20

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Serves as personal assistant to administrative official(s), (including, but not limited to, superintendent of schools and school board members) by planning, initiating, and carrying to completion secretarial, clerical and administrative office duties;
- Attends conferences to take notes, or is briefed on meeting immediately after in order to know what development occurred in matters of concern to supervisor;
- Makes arrangements for conferences including space, time and place;
- Informs participants of topics to be discussed and provide them with any background information needed;
- Assists in and coordinates the preparation of operating budgets;
- Examines budget documents to insure compliance with state regulations;
- Receives and routes telephone calls, answering questions which may involve interpretation of policies and procedures;
- Develops, coordinates and facilitates agendas for school board meeting and workshops.
- Performs data entry functions;
- Performs other duties as required or assigned.

**Supervision Received:**

Superintendent

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

Graduation from high school or GED. Six years progressively responsible secretarial and typing experience.

**Preferred:**

Operation of computer/data entry equipment.

**Physical Demands:**

Must be able to operate a computer and keyboard; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.