

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Secretary Maintenance/office Manager

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage daily office operations for an assigned department or program of the District. The position is responsible for coordinating or supervising clerical support staff, ensuring office effectiveness and efficiency, providing professional customer service at all times, and performing general administrative, clerical, bookkeeping and/or specialized duties as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed. May use two-way radio to communicate with personnel.

Greets office visitors, including students, parents and the general public; ensures all visitors/students sign in and out as required; prepares late passes for students; directs persons to appropriate area of the school and/or provides information and assistance as requested.

Provides a variety of information to visitors regarding school procedures, policies and methods.

Assists with new student registration and orientation, as well as student withdrawals; assists in maintaining accurate student records.

Maintains enrollment figures for all grade levels; classifies and enters student records with current codes.

Maintains school volunteer records.

Procures and monitors inventory of goods and equipment; monitors the use of department procurement cards; prepares related reports.

Types, copies, files, processes, mails and/or transmits various routine and confidential documents, which may include forms, correspondence, memos, reports, spreadsheets, notices and others.

Enters program records in computer to maintain updated data base; retrieves and generates computer reports/spreadsheets as required.

Calls and makes arrangements for substitute teachers as necessary.

Assists supervisor and other department staff by performing a variety of secretarial and clerical duties; performs other routine clerical work, including but not limited to copying documents, filing documents and retrieving files, sending and receiving faxes, assembling materials, running errands, processing daily mail, maintaining lists and logs, and other tasks.

Receives and responds to inquiries and requests for assistance from school and District personnel, parents and the public.

May perform specialized duties as assigned, including but not limited to assisting in the health room,

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assisting with special event planning and implementation.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

Assists the public and staff with completing applications for position vacancies within the District; processes new hire paperwork; fingerprints new hires and current employees as needed.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events. Collects, classifies, and formats data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; may provide training and instruction of others.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

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Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

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A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Hourly

Reports To:

Assistant Director

PAY GRADE: From: 119.01 To: 119.25

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016

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