



HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
EXECUTIVE SECRETARY TO THE
ASSISTANT SUPERINTENDENT FOR BUSINESS/
BOARD SECRETARY

QUALIFICATIONS:

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum five years' experience as a secretary or in a similar position.
4. Strong organizational, analytical, communications and human relations skills.
5. Proficiency in the use of the computer system and word processing software (preferably the Macintosh computer and **Microsoft Word** software).
6. Strong dictation and transcription skills.
7. Able to maintain confidentiality as required and appropriate.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Business/Board Secretary

JOB GOAL: To serve as the Assistant Superintendent for Business/Board Secretary's confidential secretary and ensure the smooth and efficient operation of the Assistant Superintendent for Business/Board Secretary's Office.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**
 - a. Performs all secretarial and confidential work as assigned by the Assistant Superintendent for Business/Board Secretary.
 - b. Coordinates the efficient workflow of the school system relative to the responsibilities of the Assistant Superintendent for Business/Board Secretary.
 - c. Establishes and maintains a filing system both for "hard copy" and for computer filing, as well as a set of locked confidential files.

- d. Places and receives telephone calls, records messages for the Assistant Superintendent for Business/Board Secretary and follows up on telephone requests in accordance with the procedures established by the Assistant Superintendent for Business/Board Secretary.
- e. Maintains a schedule of appointments for the Assistant Superintendent for Business/Board Secretary, makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- f. Assists the Assistant Superintendent for Business/Board Secretary in preparing reports required by law, administrative code and board policy.
- g. Assists the Assistant Superintendent for Business/Board Secretary in conducting the annual school election by coordinating the preparation and dissemination of appropriate advertisements, collecting nominating petitions, assigning judges & clerks on election day, and other activities.
- h. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
- i. Performs any bookkeeping tasks associated with the Assistant Superintendent for Business/Board Secretary's Office.
- j. Prepares motions for the agenda of the board meetings and compiles/organizes back-up materials for the Assistant Superintendent for Business/Board Secretary.
- k. Makes arrangements/prepares materials for board committees/activities led by Assistant Superintendent for Business /Board Secretary.
- l. Processes all mail/correspondence for the Assistant Superintendent for Business/Board Secretary, maintaining appropriate records and filing mail/correspondence as needed.
- m. Maintains automated and hard copy records of personnel evaluations for Building Services Personnel and Office Services Personnel in the district and keeps the Assistant Superintendent for Business/Board Secretary informed of their status.
- n. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Assistant Superintendent for Business/Board Secretary informed.
- o. Duplicates and packages materials aesthetically and disseminates them as directed.

- p. Provides input in the ordering of supplies as needed.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

4. School/Community Relations

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

5. Other

Performs such other tasks and assumes such other responsibilities as assigned Assistant Superintendent for Business/Board Secretary.

TERMS OF EMPLOYMENT: Confidential position. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy on Evaluation of Non-Certificated Personnel.

SOURCE: Regular Board Meeting
DATE: September 8, 1994
REVISED: September 13, 1995
REVISED: March 10, 1999
REVISED: December 18, 2002

