

JOB TITLE: Executive Secretary

STATUS: Non Exempt

REPORTS TO: Associate Superintendent for Accountability and Compliance

TERMS: 240 Days

DEPARTMENT: Accountability and Compliance

PAY RATE: C06

Primary Purpose:

To assist the Associate Superintendent for Accountability and Compliance by performing a wide variety of special technical and secretarial responsibilities; to serve as office manager, complete complex tasks without supervision and respond to routine questions regarding elections, Student Code of Conduct, DAEP appeal hearings, Safety, District of Innovation, Strategic Planning and other areas within the Accountability and Compliance Department;

Qualifications:

Education:

High school diploma or above
Notary Public
Registered Voter

Special Knowledge/Skills:

Strong commitment to service and support
Ability to communicate and work effectively with district staff, parents, board candidates/members, school/business community, media, and state/county agencies
Ability to read, interpret and communicate district policies/procedures, complex documents and legislation
Ability to follow complex written and verbal instructions without supervision
Accurate data entry and proficient use of Word Processing, database and spreadsheets
Highly attentive to details
Effective oral and written communication
Strong spelling, punctuation and proofreading skills
Ability to maintain high level of confidentiality
Ability to compile data, prepare reports, organize complex projects, coordinate a variety of tasks and meet critical deadlines
Detailed recordkeeping, letter composition and file maintenance
Ability to work well under pressure and maintain focus with frequent interruptions
Ability to quickly adapt to new tasks, procedures and computer software

Experience:

Five (5) years of advanced secretarial and bookkeeping experience preferably in the public school setting

Proficient use of Skyward, Mizuni, and Lawson preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate activities and responsibilities associated with Board of Trustee elections, as well as periodic Schoolhouse Bond and Tax Increase elections; collaborate with joint election partner, San Jacinto College, and Harris County Election officials
2. Serve as Tabulation Supervisor in Central Counting Station; process all applications and ballots to vote early by mail
3. Prepare election correspondence and reports; order election supplies and equipment; receive and notarize documents; process payroll for precinct personnel; respond to routine questions regarding Texas Election Law and District election policies and procedures
4. Interface with district staff, board candidates/members, parents, media, school/business community and state/county agencies
5. Coordinate and schedule DAEP appeal hearings; maintain confidential discipline files and data base
6. Prepare Student Code of Conduct for annual translation and printing
7. Serve as office manager for Accountability and Compliance Department; process payroll for Student Services, Research and Evaluation, Health Services and Compliance Monitoring; enter department personnel changes in LAWSON Manager Self-Service
8. Assist with annual budget preparation; monitor budgeted expenditures and prepare budget amendments
9. Prepare correspondence, statistical reports, purchase requisitions, receiving reports and work orders; maintain department files
10. Coordinate and schedule Safety meetings; prepare documents and maintain files and correspondence
11. Assist with coordination of Strategic Planning and District of Innovation
12. Respond to routine questions regarding district-wide inventory
13. Perform other duties assigned by the Associate Superintendent for Accountability and Compliance

EQUIPMENT USED:

Computers, copy machine, printer, fax machine, telephone and calculator

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to multitask and concentrate with frequent interruptions; ability to interpret, coordinate, and compile data; ability to maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent interruptions, prolonged sitting and repetitive hand motions working with computer, calculator and telephone interaction

Frequently required to meet critical deadlines with severe time constraints
Occasionally required to work irregular days and/or extended work hours
Occasional district/regional travel

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date