

Job Description

Job Title: Executive Secretary to the Chief of Finance & Operations

Supervisor: Chief of Finance & Operations

Position Code: 4N38, DN38

Pay Grade: 27

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing secretarial and administrative tasks for the Chief of Finance & Operations.

Essential Duties

1. Provides high-level administrative support and assistance to the Chief of Finance & Operations and/or other assigned Business office staff. This includes maintenance of department organization charts, building floor plans, spreadsheets, and database information and presentation preparation.
2. Performs clerical and administrative tasks for the Business office to include answering the phone, managing visitors, filing, maintaining office supply inventory, coordinating maintenance of office technology equipment, processing check receipts, performing mail distribution, aiding employees that have lost or damaged copier cards or need first-time access and drafting letters, memos, reports and other documents for the Chief of Finance & Operations.
3. Maintains calendar and appointment schedules for the Chief of Finance & Operations and the business conference room.
4. Arranges travel and accommodations for all Business office staff. Oversees the distribution of gas cards, receipts and payments for the Administration building white fleet. Processes monthly local travel claims for the entire school division.
5. Schedules and attends meetings as requested by the Chief of Finance & Operations.
6. Administration building liaison with Security, Technology, Plant Services, Custodial and building Operations staff to resolve related issues. Requests for support made in the Facility & Maintenance School Dude workorder system and Technology issues made in the Technology Issue Trak System.
7. Maintains key lockbox and assignment of keys and security key scans for the Administration building.
8. Processes administration building staff Worker's Compensation claim forms in the Worker's Compensation system under the supervision of Human Resources staff.
9. Notary for the School System.
10. Performs other related duties as assigned.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Thorough knowledge of standard office practices, procedures, and equipment and clerical techniques. Knowledge of business English, grammar and math. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Excellent oral communication skills. Must possess the ability to establish and maintain effective working relationships. Ability to follow oral and written instructions.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Chief of Finance & Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary to the Chief of Finance & Operations will be required to follow any other instructions and to perform any other related duties as assigned by the Chief of Finance & Operations or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 10/2021 CR