



Job Description

Job Title: Executive Secretary I

Supervisor: Executive Director, Plant Services
Energy Manager & Facilities Project Manager

Position Code: 4N37, DN37

Pay Grade: 23

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing administrative and secretarial support to the Executive Director and 2 Supervisors

Essential Duties

1. Performs a variety of administrative and/or secretarial duties for the Executive Director of a critical and often confidential basis involving division-wide projects with major budgetary impact. Gathers data from diverse sources, creates reports and disseminates information
2. Handles all aspects of energy usage reporting for the division, which entails tracking and reporting on utility usage and cost for the school division which requires keen attention to detail and accuracy. Reconciles billing discrepancies and monitors utility budgets for reporting back to the Executive Director and Energy Manager. Enters all billings into the financial accounting system and ensures prompt and timely handling.
3. Maintains and tracks budgets for the department; monitors expenditures and performs simple analysis on accounts. Provides Supervisors with reports on expenditures in their areas of responsibility and provides the Executive Director with recurring monthly financial reports obtained through the database.
4. Acts as the office manager for all clerical and accounting staff. Assigns special projects as requested by Supervisors, balances work loads among individuals and ensures coverage of the office and its function as relates to scheduled or sick leave.
5. Assists the Executive Director in the public presentation of the annual operating and CIP budget. Creates historical comparisons based on self-directed research of departmental archived records.
6. Maintains records of major facility components under warranty and contacts outside vendors for warranty repairs as needed. Follows-up until completion.
7. Plans and arranges meetings under general instructions from the meeting organizer. Communicates arrangements and carries out all necessary pre-meeting preparations.
8. Does cost accounting duties associated with the departmental interaction needs with the school division's financial management system.
9. Models non-discriminatory practices in all activities.
10. Performs any other related duties as assigned by the Executive Director , Plant Services or appropriate assigned administrator.

Other Duties

1. Performs any other related duties as assigned by the Executive Director or other appropriate administrator.

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 standard high school diploma or GED with completion of business school or some college coursework desirable, or any equivalent experience or training. Must possess knowledge of executive level support service

management and be able to work under minimal supervision. Must have the ability to exercise professional decorum. Excellent computer skills involving use of Microsoft Office programs with emphasis on Excel and Word, and PowerPoint, in that order. Database familiarity desirable. Must possess excellent organizational skills and the ability to handle details accurately. Ability to complete routine memos and letters from general 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, who are otherwise qualified, to perform the 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, and to perform; see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal levels 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 essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside the regular working hours.

Supervision Exercised: None

Supervision Received: Executive Director, Plant Services & Assigned Supervisors

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the executive director or other 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 _____