

SECRETARY TO ASSOCIATE SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

REPORTS TO:

Associate Superintendent, Technology and Information Systems

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus four (4) years of advanced secretarial experience. Successful completion of PCSB Secretary IV Test (typing-60 wpm). Demonstrated proficiency in computer literacy.

MAJOR FUNCTION

Performs highly responsible, varied and complex secretarial, clerical, and delegated administrative duties requiring extensive knowledge of the organizations and programs under the supervision of the Associate Superintendent, Technology and Information Systems'. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the Associate Superintendent, Technology and Information Systems of administrative and office management details. Work is performed with considerable independence under general direction requiring independent judgment and the application of knowledge of School Board policies, procedures, and programs in a variety of work situations involving continual interdepartmental relations. Work is reviewed through conferences and observations of the effectiveness of the work performed.

ESSENTIAL RESPONSIBILITIES

- Initiates and composes correspondence, forms, reports, organizational charts, TIS policy and procedures manual, and other materials utilizing software applications.
- Serves Associate Superintendent, Technology and Information Systems and the department by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities.
- Signs routine correspondence; checks and proofreads keyed copy; reads incoming mail and routes to appropriate offices; screens and routes telephone calls; answers inquiries and provides information which may involve interpretation of School Board policies and departmental procedures.
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.
- Maintains/updates the Florida Department of Education Master School Identification file for Pinellas County Schools, working closely with the staff at the Florida Department of Education.
- Maintains/updates the Florida Department of Education Contact Verification Report.
- Makes arrangements for meetings, conferences, appointments and travel for the Associate Superintendent, Technology and Information Systems, the TIS directors, managers, and other department staff; prepares agendas and compiles/distributes appropriate materials.
- Administers the two technology technician tests, Core Hardware and Operating Systems, to applicants applying for technology positions; keeps detailed record log of test scores.
- Administers the two programming tests, Diagramming and Reasoning, to all programming applicants; keeps detailed record log of test scores.
- Coordinates members for interview committees; schedules interview appointments; coordinates and composes interview questions; distributes interview packets to the committee.
- Maintains multiple computer lab calendars; schedules district training sessions and appointments.

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Maintains multiple department conference room calendars; schedules appointments and meetings for TIS department and district staff.• Maintains multiple vehicle calendars and log book for TIS vehicles; schedules routine maintenance.• Prepares multiple payrolls for staff in Technology and Information Systems Department and Records Management Department; enters purchase order requisitions for hardware, software, supplies, and other purchased services; processes work orders; monitors budget; assists with the department asset inventory; may supervise and/or provide lead direction to other clerical personnel.• Monitors electronic Outboard; edits/updates department staff names.• Applies knowledge of school system policies, procedures and regulations in making decisions, solving work problems and providing information.• Utilizes a computer for activities such as data entry/retrieval, and generation of reports using Word, Excel, Power Point, Visio, ERP, and FOCUS software applications.• Coordinates consulting staff and schedules; approves and signs off on time sheets.• Meets the general public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments, when warranted.• Performs other related work as required.
TERMS OF EMPLOYEMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 11/89 PBL; MQ'S REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM: REVISED D&R, PREFERRED, ADA 10/11 LMCK. REVISED FORMAT, TITLE, MF, ER, ADA, 8/12 LM; BOARD APPROVED: 4/23/13; REVISED: TITLE, PG, RT, MF, ER, 03/27/19 LM; BOARD APPROVED: 04/23/19</p>

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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