

Hobbs Municipal Schools Job Description

Position: Superintendent's Secretary

Supervisor: Superintendent

General Job Description: To assist administration, staff, and visitors in any way necessary with maximum attention devoted to relieving the Superintendent.

Qualifications:

1. High school diploma or GED equivalency.
2. Three years experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Highly motivated, a self-starter, demonstrated effective and stable interpersonal relationship with public and staff.
6. 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.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in self-development.
3. Serve as a role model.
4. Maintain confidentiality.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project an over-all concern for personal appearance as it relates to job performance.
9. Contribute to the welfare and effectiveness of the Central Office by adhering to high ethical standards of performance and interpersonal relationships.
10. Work cooperatively with colleagues, supervisors, and administrators.
11. Assist with setting up meetings (appointments) for the Superintendent.
12. Schedule the Superintendents appointments/calendar and synchronize this information in the secretary's computer.
13. Screen, take messages and route telephone calls and mail to proper person/department.
14. Provide assistance to parents, students, and community members as necessary in a courteous and positive way that facilitates their needs.
15. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
16. Complete all filing, typing, word processing, photo copying, and correspondence on district forms when applicable.
17. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, reports, and other material as required.
18. Maintain a filing system as required.
19. Prepare Board agenda materials for Superintendent.
20. Assist with the preparation for meetings/travel of the administration, and the Board, and subsequent reports, correspondence, and other needs related to these meetings/travel.
21. Prepare for and attend all Board meetings. This includes getting Board packets ready and distributed to Board members prior to the regular monthly Board meeting scheduled for the second Tuesday of each

month. Prepares School Board Meeting agendas, takes minutes at meetings and maintains copies of meeting minutes. These minutes are approved at the next Board meeting.

22. Prepare and post public notices.
23. Update handbooks and policy manuals annually and as needed.
24. Maintain records required by policy, regulation, law or best practice.
25. Prepare the school calendar.
26. Schedule the Board Room.
27. Organize and receive all district out-of-zone and out-of-district paperwork. Collects and verifies documentation required for out-of-zone paper work to be approved.
28. Receive, document, and assist in the processing of Violence and Vandalism Reports from building principals.
29. Receive emergency calls and forward to Superintendent.
30. Handle information that is confidential regarding personnel student issues.
31. Prepare and disseminate the Hobbs Municipal Schools Staff directory annually.
32. Complete other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Additional Duties and Responsibilities:

1. Relieve the receptionist for phone duty when assigned.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.