

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-073

DATE: January 9, 2019

POSITION DESCRIPTION

Job Title

**SECRETARY TO THE SUPERINTENDENT /
BOARD OF EDUCATION SECRETARY**

Location:

Administrative Office

Job Description:

See Reverse

Terms:

Exempt 12 month position

Hours:

8 hours per day, plus evening meetings (Board and Special)

Salary:

Competitive/Commensurate with experience
Minimum \$40,000

Qualifications Required:

- *Superior work habits and ethics
- *Excellent communication skills – both verbal and written
- *Professional personal attire and manners
- *Proficient in use of Microsoft Word, Excel, Power Point and related programs
- *Professionally handle confidential information
- *Ability to work well with colleagues & the public
- *Supervisory skills
- *Multi-task oriented

Contingent Upon:

Board approval

Closing Date for Application:

January 16, 2019 or until filled

Submit Application/Resume/Letters to:

Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 St. Louis Street
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

PLEASE POST

PLEASE POST

**DUTIES OF THE
SECRETARY TO THE SUPERINTENDENT OF SCHOOLS
AND BOARD OF EDUCATION SECRETARY
EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7**

Provide secretarial support to the Superintendent, Board of Education, and other Central Office Administrative staff

RESPONSIBILITIES:

1. Perform secretarial duties to ensure efficient office management and support services are provided to the Superintendent and the District 7 community
2. Compile, process and verify records and files to ensure effective Superintendent office operations are maintained
3. Establish and maintain accurate, confidential informational records; including record requests under the Illinois Freedom of Information Act
4. Organize and prioritize work in a multi-tasked environment effectively and efficiently
5. Prepare and distribute Board Meeting agendas and communications
6. Attend and take minutes at evening Board Meetings
7. Prepare and distribute Board Meeting Briefs after each Board Meeting
8. Ensure the accurate and timely placement of Board Meeting postings, agendas and minutes on the District's website as required under the Open Meetings Act
9. Assist in the resolution of concerns/problems of employees and community constituents as requested
10. Perform other duties as assigned by the Superintendent

QUALIFICATIONS:

1. Minimum of high school diploma
2. Prefer college or 2 years of experience in similar position
3. Confident, well-groomed, professional, self-motivated, and able to work with minimum supervision
4. Excellent communication skills – verbal and written
5. Ability to interact pleasantly and tactfully with administrators, employees and visitors
6. Competent computer skills: Microsoft Word, Excel, Power Point and related programs
7. Competent clerical and organizational skills

PHYSICAL REQUIREMENTS:

1. Must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties

Revised 1/09/19