JOB DESCRIPTION

EXECUTIVE SECRETARY - II

The Executive Secretary - II, under the supervision of the Executive Secretary, performs the following duties:

1. Assembles budget requests from principals and prepares budget material for Board review.

2. Assumes responsibility for production of annual budget book which is distributed to the public.

3. Types final budget equipment workbook.

4. Assists with typing of school election materials.

5. Performs cost analyses, salary guides, and other material used in contract negotiations with employee unions.

6. Makes out salary contracts for business office secretarial personnel, grounds, maintenance, cafeteria and transportation staffs.

7. Types some correspondence for the Secretary-Business Administrator.

8. Types reports of the Secretary-Business Administrator.

9. Takes care of all filing for Secretary-Business Administrator.

10. Aids in preparation of agendas for Board meetings.

11. Transcribes tapes of Athletic Committee meetings, and types up same.

12. Indexes all minute books.

13. Receives and analyzes all applications, and determines eligibility for free or reduced price lunches, and takes care of all correspondence with regard to the free lunch program.

14. Handles correspondence for compensation for athletic injuries.

15. Makes a yearly survey of plans offered for student and athletic insurance.

16. Types all leases.

17. Makes a yearly survey of vandalism costs.

18. Makes an annual survey and analysis of operational costs for schools and comparison of each month with corresponding month of previous year for the following:

        Fuel Oil   Electricity
        Gas   Telephone

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19. Takes care of stockroom and ordering of supplies for business office.

20. Fills in for Executive Secretary to the Secretary-Business Administrator when she is not at work.

21. Is a relief operator for the switchboard when necessary.

22. Performs any other duties assigned by the Secretary-Business Administrator or Executive Secretary.

Dated:
July 28, 1986

7/28/86