

**Montclair Public Schools  
Personnel Department**

**JOB DESCRIPTION**

**TITLE:**            **Executive Secretary to the Personnel Administrator**

**QUALIFICATIONS:**

1. High school diploma or GED;
2. Proficient keyboarding, word processing, file maintenance skills;
3. Excellent organization, communication, and interpersonal skills;
4. Ability to use personal computer and software to develop spreadsheets, databases, and word processing documents;
5. Ability to use copier, fax machine and multifunction telephone system;
6. Three years or more advanced secretarial experience with extensive successful contact with people;
7. Prior experience in an executive office of a public school district or other entity;
8. Ability to speak and write effectively in the English language,
9. Ability to deal effectively and positively with the public and various press and media,
10. Ability to assume responsibility and maintain confidentiality;
11. Ability to prioritize and manage multiple tasks efficiently;
12. Ability to relate well and maintain positive relations with others;
13. Demonstrated aptitude or competence for assigned responsibilities,
14. Required criminal background check and proof of US citizenship or legal alien status,
15. Ability to work on site during the hours required,
16. Such alternatives to the above qualifications as the Board may find appropriate and acceptable,

**REPORTS TO:**        Personnel Administrator

**WORKING CONDITIONS - Mental Demands/Physical Demands/Environmental Factors:**

Work on site with frequent interruptions, maintaining emotional control under stress. Extended periods of work seated at a desk, repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

**JOB GOAL:**            To assist the Personnel Administrator with tasks necessary for the efficient operation of the Personnel office and the district.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform a variety of clerical, secretarial, and administrative duties for the Personnel administrator,
2. Assist with the preparation and distribution of confidential materials to Board members,
3. Provide outstanding customer service using positive interpersonal communicational skills;
4. Organize and schedule appointments, meetings and travel arrangements,

5. Transcribe information, including materials of a confidential and sensitive nature and maintain files for same,
6. Screen and direct correspondence, phone calls and visitors,
7. Acting as liaison with administrative, classified and certificated personnel as well as the Board of Education and the public,
8. Order and maintain office supplies,
9. Gather and prepare information for a variety of local, state and federal reports,
10. Participates in the preparation and distribution of assigned school district publications,
11. Responds to requests for public information in accordance with the law and board policy,
12. Assists the Personnel Administrator in general administrative office operations,
13. Prepares or supervises the timely preparation of all assigned reports, records, lists and other paperwork,
14. Works under the direction of the Personnel Administrator with other central administration on district initiatives,
15. Makes all decisions and performs all tasks in accordance with Montclair Public Schools policies and regulations,
16. Complies with all applicable federal and state laws and regulations,
17. Performs other related duties as may be assigned.

**TERMS OF EMPLOYMENT:** 12 month, Salary to be determined by the board,

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

Established: 1973

Revised: 1983, 2005, 2011