

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

EXECUTIVE MANAGER, Office of the Superintendent

QUALIFICATIONS

- Associate's Degree or 60 semester hour equivalent from an accredited institution required.
- Five (5) years of related work experience is required. Additional college or business school education above minimum requirements may be substituted for some of the work experience.
- Experience in school system preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to assume responsibility without direct supervision, exercise judgment and make decisions within the scope of authority.
- Ability to pleasantly communicate with the public both in person and by telephone.
- Ability to harmoniously work with a diversity of individuals both inside and outside of the school and county offices.
- Considerable knowledge of the principles and practices of office management.
- Possess a professional attitude of loyalty to the Superintendent and school system.
- Ability to develop and provide ongoing customer relations training.
- Ability to work under pressure.
- Bilingual a plus.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide administrative and technical support to the Superintendent and School Board Members. To oversee, coordinate, and supervise the clerical operations of the Educational Support Center and the Office of the Superintendent in an efficient and professional manner assisting in the operation of the school system to achieve District priorities.

PERFORMANCE RESPONSIBILITIES

1. *Oversee clerical operations for the Educational Support Center (ESC).
2. *Oversee and provide support to the ESC reception/front office area.
3. *Develop and provide ongoing customer relations training.
4. *Manifest a professional code of ethics and values.
5. *Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing Seminole County Public Schools in a positive light.
6. *Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
7. *Maintain the Superintendent's confidential correspondence and files.
8. *Handle, screen, and refer all incoming and outgoing telephone calls for the Superintendent.
9. *Review all incoming correspondence, route to appropriate staff for action, and follow-up on completion.
10. *Schedule appointments, conferences, school visits, and speaking engagements for the Superintendent.
11. *Maintain budget for the Superintendent's Office and route accounting and bookkeeping functions to the Finance Department.

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12. *Verify and process all Visa transactions for the Superintendent's Office and the Communications Department.
13. *Input and process all payroll for the Office of the Superintendent, School Board Services, Communications Department, Legal Services, and Elementary and Secondary Education Departments.
14. *Develop and build team practices with the executive, non-instructional support of the Superintendent's Office.
15. *Maintain knowledge of School Board policies and procedures and respond to public and District staff on behalf of the Superintendent.
16. *Preside over the Hospitality Committee to develop and facilitate events within the ESC, to strengthen teamwork, encourage camaraderie, and influence team spirit at the pleasure of the Superintendent.
17. *Manage implementation of a positive customer service environment and provide leadership and training to District level and school level, non-instructional support personnel.
18. *Manage all functions of the Superintendent's Office, to include but not limited to travel, budget, internal and external communications, development of correspondence, and calendars.
19. *Develop agenda and documents for the Superintendent's Cabinet, Seminar, and other meetings, as assigned by the Superintendent.
20. *Attend School Board, Cabinet, and other meetings, as assigned by the Superintendent, to monitor problems, projects, plans, and follow through on all requests made.
21. *Serve as liaison with District staff and/or community leaders on behalf of the Superintendent.
22. *Serve as the Deputy Board Clerk.
23. *Responsible for keeping up to date on current technology utilized by SCPS. With the support of the District, attend training to ensure skill level in various technologies is at the level required to perform in current position.
24. *Coordinate all community and civic requests.
25. *Serve as unofficial public relations officer for the Superintendent.
26. Perform other duties as assigned by the Superintendent.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AS-D \$45,429 - \$80,675
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 16
EEO-5 Line 51
Function 7100
Job Code 2068
Survey Code 72090

FLSA

Applicable
 Not applicable Previous Board Approval

BOARD APPROVED

December 15, 2015

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin