



## Job Description

**Job Title:** Executive Secretary I  
**Position Code:** 4N37, DN37  
**Job Classification:** Non-Exempt

**Supervisor:** Executive Director, Technology Information Services  
**Pay Grade:** 23  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing clerical office support to the Executive Director of Technology Information Services.

### Essential Duties

1. Provides the first line contact between the Executive Director and school and central office administrators, contractors, business partners, etc.
2. Maintains calendar and appointment schedules for Executive Director and Operations Manager.
3. Prepares correspondence, reports, email, and facsimiles for the Executive Director and Operations Manager.
4. Answers, directs, and prioritizes incoming and outgoing distribution and mail for the Executive Director and acts as the main receptionist for the Technology Department.
5. Maintains office files for the Executive Director.
6. Arranges travel and accommodations for business trips for the Executive Director.
7. Maintains scheduling for computer labs and conference rooms.
8. Allocates cellular telephones and maintains cell services for the school division.
9. Assists with order placement and tracking for technology procurements.
10. Provides information to the webmaster for the technology center website to maintain currency of information.
11. Maintains key lockbox, assignment of keys, vehicle keys and security system authorization.
12. Notifies Plant Services of maintenance work orders.
13. Schedules and coordinates event for the Technology department.
14. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Executive Director or other appropriate administrator.

### Job Specifications

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Thorough knowledge of standard office practices, procedures, and equipment and clerical techniques. Knowledge of business English, grammar and math. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, and Power Point programs. Excellent oral and written communication skills required. Must possess the ability to establish and maintain effective working relationships.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Executive Director, Technology Information Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the executive director or operations manager. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date