



Job Title: Secretary to the Executive Director of Budget

Exemption Status: Nonexempt

Reports to: Executive Director of Budget

Date Revised: June 2026

Dept. /School: Budget

Pay Grade: P18

Primary Purpose:

Work under minimum supervision, assist in the work activities and secretarial tasks of the Budget Department by providing clerical and administrative support to the Executive Director of Budget and other administrative staff. Handle confidential information and engage in frequent contact with district employees at all levels, outside agencies, and various stakeholders.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Advanced education/training desired
- Certified Education Office Professional (CEOP), preferred
- Notary Public for Dallas County or eligible for commission

Experience:

- Minimum of five (5) years or more of advanced secretarial experience
- Budget and Bookkeeping/Accounting experience preferred

Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- MS Office, Outlook, Oracle training
- Possess highly effective telephone skills to communicate with staff and the public in a positive and professional manner
- Ability to positively interact with all levels of school employees and work positively and cooperatively with their coworkers
- Strong interpersonal skills required
- Ability to positively represent the school district
- Ability to handle confidential and sensitive information with sound judgment
- Possess strong organizational skills and general clerical skills
- Detail oriented
- Exhibit initiative in performing routing office functions
- Ability to handle a heavy workload in a fast-paced office with critical deadlines
- Ability to multitask numerous complex administrative activities
- Flexibility under pressure is a must

Major Responsibilities and Duties:

1. Clerical support as required by the administration.
2. Prepare correspondence, forms, manuals, reports, presentations, and other documents.
3. Schedule appointments and maintain the administrator's calendar.
4. Set up meetings, including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
5. Make travel arrangements, including hotel reservations and submitting the department's conference registration forms.
6. Effectively communicate and provide customer service to other departments/campuses.



7. Answer incoming calls, greet visitors, and refer inquiries or problems to the appropriate administrator.
8. Assist with preparation for monthly board meetings.
9. Attend all required administrative meetings and trainings.
10. Compile pertinent data used to prepare various required reports.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Maintain the department's budget
13. Order supplies and materials for the department.
14. Collaborate with HR on the posting process for vacancies and the processing of new hires across all departments under the Executive Director of Budget's management.
15. Reconcile appropriate expense reports, execute budget transfers, maintain position changes in Oracle as directed, and provide technical support to the Executive Director and staff as needed.
16. Prioritize daily administrative tasks to ensure that projects are completed on time.
17. Comply with policies established by federal and state laws and regulations and local board policy.
18. Maintain confidentiality.
19. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals; safety equipment

Posture: Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions, including keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____