



Job Title: Secretary Executive Director Purchasing

Exemption Status: Nonexempt

Reports to: Executive Director of Purchasing

Date Revised: July 2026

Dept./School: Purchasing

Pay Grade: P18

Primary Purpose:

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator and assigned personnel. Handle confidential information and frequently contact employees at all levels, outside agencies, and the general public.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Certified Educational Office Professional (CEOP) certification, preferred

Experience:

- Minimum of five (5) years or more advanced secretarial experience

Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to multitask numerous complex administrative activities

Major Responsibilities and Duties:

Clerical Support

1. Provide direct assistance and support to the Executive Director.
2. Prepare correspondence, forms, update manuals, prepare board documents, presentations, and other documents for the administrator assigned.
3. Schedule appointments and maintain the administrator's calendar.
4. Set up vendor meetings with vendors wanting to meet with the Executive Director.
5. Make travel arrangements, including hotel reservations, and turn in conference registration forms for all departments.
6. Compile, maintain, and file all department operations documents.
7. Manage professional memberships for the Executive Director and other department staff as directed by the Executive Director.
8. Maintain the department's base budget by reconciling budget books, generating weekly reports, and attending budget meetings.
9. Responsible for maintaining and expediting all contracts in DocuSign for Deputy Superintendent's signature.

Reception and Phones

10. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators.

Policy, Reports, and Correspondence

11. Compile pertinent data to prepare various required state and local reports.
12. Prepare purchase orders and payment authorizations as directed.
13. Compile, maintain, and file all reports, records, and other documents as required.

Other

14. Comply with federal and state laws and regulations and local board policies.
15. Maintain confidentiality.
16. 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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent 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 _____