

VACANCY
Mayfield Central Schools

CONFIDENTIAL SECRETARY
TO THE SUPERINTENDENT OF SCHOOLS
8 hours per day/12-month position
Salary - \$45,000

Responsible for providing high-level administrative support to the Superintendent and to ensure the smooth and efficient operation of the office. Performs the confidential aspects of the Superintendent's work, including maintaining and processing personnel data.

QUALIFICATIONS:

- Minimum 3 years of experience in an administrative support role, preferably in a school setting.
- Excellent communication and interpersonal skills with the ability to work effectively with diverse groups of people.
- Strong organizational and time-management skills, able to manage multiple tasks and priorities simultaneously.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office and Google Suite.

ESSENTIAL DUTIES:

- Provide administrative support to the Superintendent and the school district's administrative team.
- Manage the Superintendent's schedule, including scheduling appointments, meetings, and events.

- Provide excellent customer service while effectively communicating, verbally and in written form, with administrators, staff, and the community as needed.
- Answer phone calls and respond to emails, as well as handle all correspondence and documents.
- Draft, edit, and proofread correspondence, reports, and presentations for the Superintendent.
- Maintain accurate records, files, and databases.
- Prepare agendas and take minutes for meetings.
- Coordinate travel arrangements, conferences, and seminars for the Superintendent and other administrative staff as necessary.
- Organize and maintain a filing system.
- Assist in the preparation of a variety of educational reports and research documents.
- Understand school district resources available to the community and assist community members and organizations in utilizing those resources.
- Demonstrate initiative and independent judgment in establishing professional office routines.
- Handle all purchase orders and invoices for the office of the Superintendent.
- Assume responsibility for a wide variety of tasks associated with executive-level office operations, including the day-to-day operations of District Administrative Offices.

MENTAL DEMANDS:

- This employee must have the ability to manage multiple tasks and projects, prioritize effectively, and meet deadlines; have a strong attention to detail, ensuring accuracy and completeness in all documents, communications, and other materials. This employee must have effective communication skills,

including the ability to communicate clearly and professionally with a wide range of stakeholders. The Secretary must also have strong problem-solving skills, including the ability to identify and analyze problems, and develop creative solutions.

PHYSICAL DEMANDS:

- While performing the duties of this position an employee is regularly required to sit, talk, hear, and use office equipment including a computer, phone, and other office equipment. The employee is occasionally required to stand, reach, bend, lift, and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

Please provide resume with cover letter, secondary transcripts, reference letters by May 30, 2023 to:

**Superintendent
Mayfield Central Schools
27 School Street
Mayfield, New York 12117**

or by email to: javarone.debra@mayfieldcsd.org