



Charter School Contract Executive Assistant

Class Code:
99049

Bargaining Unit: NON-BARGAINING

CITY OF CAPE CORAL
Established Date: Nov. 30, 2004
Revision Date: June 12, 2020

SALARY RANGE

\$17.07 - \$26.69 Hourly
\$35,505.60 - \$55,515.20 Annually

GENERAL STATEMENT OF JOB:

Under direction of the Charter School Superintendent, provides administrative support and coordination for departmental functions. Employees in this class possess extensive knowledge, and function as the executive's first level coordinator for intra- and inter- departmental activities. Position is managerial, maintaining overall responsibility for the accurate and timely completion of several administrative functions. Generally, incumbents delegate routine administrative tasks to subordinate clerical support personnel. Work at this level requires a high degree of professionalism due to the routine executive level interaction between school board members, department administrators, city officials, and professional organizations. Position coordinates multiple specific work programs that are generally complex, due to either the nature of the project or the number of tasks and individuals involved. Position exercises executive level discretion due to the sensitive and confidential nature of information processed at this level. Position may be required to exercise the use of Speed Writing or Shorthand. Performs related work as required.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Coordinates the accurate and timely completion of both routine and non-routine administrative functions, and delegates tasks to support personnel where applicable.
- Coordinates intra-and inter-departmental communications, i.e., managerial directives, and dissemination of municipal/department policy and procedure, meeting agendas.
- Analyzes and reviews the performance of administrative functions under chare for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.
- Supervises, trains, and evaluates department clerical support personnel where applicable.
- Assists Administrator in both routine and special department projects, i.e., statistical, and financial analysis, research, data compilation, report preparation.
- Coordinates and maintains filing system, to include Administrator's files, personnel files, student files and all records, forms, reports, etc.

- Operates computer in transferring/transcribing/composing various documentation, i.e., correspondence, memoranda, legal documentation.
- Oversees the maintenance of accounting records, i.e., billing, expenditures, revenues, inventory, and payroll.
- Determines funds availability and prepares purchase orders, check request, and requisitions.
- Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, public service announcements, etc., and prepares complex and/or special reports as directed.
- Maintains Administrator's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.
- Attends board meetings, and acts as department/supervisor representative when directed; may record official minutes as per municipal and state regulations.
- Assists Superintendent in periodic/annual departmental budget analysis, development, and preparation.
- Has extensive knowledge of modern office support functions.
- Has extensive knowledge of report and record maintenance principles and techniques.
- Has extensive knowledge of alphabetic and numeric filing principles and methods.
- Has thorough knowledge of principals and practices of effective administration, to include directing, planning, evaluations, and organizing.
- Has thorough knowledge of business English, the application of such to a variety of formats and styles and editing principles and techniques.
- Has considerable knowledge of effective supervisory principles and techniques.
- Has considerable knowledge of various modern computer applications, i.e., word processors, spreadsheet programs, and databases.
- Is skilled in both written and oral communications for effective expression and clarity.
- Ability to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.
- Ability to coordinate administrative projects/programs ranging from moderate to highly complex in nature.
- Ability to exercise judgement and make decisions in accordance with established departmental policies and procedures.
- Ability to establish and maintain working relationships with supervisor, support staff and other departments position interacts with.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Advanced office support training or Associate degree with emphasis in Business Administration preferred.
- Five (5) years progressively responsible office support experience, to include experience in managerial functions, accounting procedures, and special project/program coordination; or an equivalent combination of education, experience, and training.
- Experience in an educational setting preferred.
- Position may be required to exercise the use of Speed Writing or Shorthand.

REPORTS TO: Superintendent or designee.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

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.

Tasks are generally performed in a common office environment.

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	30%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	20%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	20%
Reaching	Extending hand(s) and arm(s) in any direction.	30%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
Seeing	The ability to perceive the nature of objects by the eye.	100%

Sitting	Particularly for sustained periods of time.	90%
Standing	Particularly for sustained periods of time.	10%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%
Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.		



Charter School Contract Executive Assistant

Class Code:
99049

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Nov 30, 2004
Revision Date: Jul 10, 2013

SALARY RANGE

\$17.07 - \$26.69 Hourly
\$1,365.60 - \$2,135.20 Biweekly
\$2,958.80 - \$4,626.27 Monthly
\$35,505.60 - \$55,515.20 Annually

GENERAL STATEMENT OF JOB:

Under direction of the Charter School Superintendent, provides administrative support and coordination for departmental functions. Employees in this class possess extensive knowledge, and function as the executive's first level coordinator for intra- and inter-departmental activities. Position is managerial, maintaining overall responsibility for the accurate and timely completion of several administrative functions. Generally incumbents delegate routine administrative tasks to subordinate clerical support personnel. Work at this level requires a high degree of professionalism due to the routine executive level interaction between school board members, department administrators, city officials, and professional organizations. Position coordinates multiple specific work programs that are generally complex, due to either the nature of the project or the number of tasks and individuals involved. Position exercises executive level discretion due to the sensitive and confidential nature of information processed at this level. Position may be required to exercise the use of Speed Writing or Shorthand. Performs related work as required.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Coordinates the accurate and timely completion of both routine and non-routine administrative functions, and delegates tasks to support personnel where applicable.

Coordinates intra- and inter-departmental communications, i.e., managerial directives, and dissemination of municipal/department policy and procedure, meeting agendas.

Analyzes and reviews the performance of administrative functions under charge for the

purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Supervises, trains, and evaluates department clerical support personnel where applicable.

Assists Administrator in both routine and special department projects, i.e., statistical and financial analysis, research, data compilation, report preparation.

Coordinates and maintains filing system, to include Administrator's files, personnel files, student files and all records, forms, reports, etc..

Operates computer in transferring/transcribing/composing various documentation, i.e., correspondence, memoranda, legal documentation.

Oversees the maintenance of accounting records, i.e., billing, expenditures, revenues, inventory, and payroll.

Determines funds availability and prepares purchase orders, check requests, and requisitions.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, public service announcements, etc., and prepares complex and/or special reports as directed.

Maintains Administrator's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Attends board meetings, and acts as department/supervisor representative when directed; may record official minutes as per municipal and state regulations.

Assists Superintendent in periodic/annual departmental budget analysis, development, and preparation.

MINIMUM QUALIFICATIONS:

High school diploma required; advanced office support training or Associate's degree with emphasis in Business Administration preferred; supplemented by minimum five (5) years progressively responsible office support experience, to include experience in managerial functions, accounting procedures, and special project/program coordination; or an equivalent combination of education, experience, and training. Experience in an educational setting is preferred. Position may be required to exercises the use of Speed Writing or Shorthand.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Has extensive knowledge of modern office support functions.

Has extensive knowledge of report and record maintenance principles and techniques.

Has extensive knowledge of alphabetic and numeric filing principles and methods.

Has thorough knowledge of principles and practices of effective administration, to include directing, planning, evaluating, and organizing.

Has thorough knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Has considerable knowledge of effective supervisory principles and techniques.

Has considerable knowledge of various modern computer applications, i.e., word processors, spreadsheet programs, and databases.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

Is able to coordinate administrative projects/programs ranging from moderate to highly complex in nature.

Is able to exercise judgment and make decisions in accordance with established departmental policies and procedures.

Is able to establish and maintain working relationships with supervisor, support staff and other departments position interacts with.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, and reports.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs; compute discount, profit and loss, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and in processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color depending on department of assignment.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.



The School District of Lee County

Job Description

JOB TITLE: Secretary (Superintendent)

FLSA STATUS:	Non-exempt	PAY GRADE:	7
SALARY SCHEDULE:	Supervisory/Technical/Confidential	JOB CODE:	505340
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	255
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Assist the Superintendent in matters of an administrative nature by managing and maintaining a well-organized, smoothly functioning office environment.

MINIMUM QUALIFICATIONS:

- Associate's degree from an accredited institution.
- Four (4) years of experience as an administrative secretary; or graduation from a recognized school of secretarial skills and two (2) years of related experience.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Florida School Law, Florida State Board of Education Regulations, and School Board Policy.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Superintendent or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Schedule and organize complex activities such as meetings and activities for the Superintendent and the Senior Management Team.
- Create and develop visual presentations for the Superintendent.
- Organize and prioritize large volumes of information and calls.
- Open mail and determine level of priority.
- Answer the telephone and take messages or field/answer all routine and non-routine questions.
- Assist the Superintendent in the management of his schedule.
- Handle confidential and non-routine information.
- Work independently and within a team on special and nonrecurring and ongoing projects.
- Work with the Superintendent in carrying out the day-to-day operations necessary for smooth functioning of the office.
- Maintain a schedule of appointments for conferences and interviews; make necessary arrangements for transportation and reservations for out-of-county meetings.



The School District of Lee County

Job Description

- Maintain a regular filing system and process incoming correspondence as requested.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger	Picking, pinching, typing or otherwise working, primarily with fingers	90%



The School District of Lee County

Job Description

Dexterity	rather than with the whole hand as in handling.	
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	20%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	20%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: S-1.11

BOARD ADOPTION: 11-21-78

REVISIONS: 3-9-04, 11-7-18

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE



The School District of Lee County

Job Description

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.