

EXECUTIVE ASSISTANT

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To manage the administrative functions for a district-wide department, such as Communications; Curriculum; Elementary Schools; Finance; Human Resources; Office of the Superintendent; Secondary Schools, and Technology Department.

PERFORMANCE RESPONSIBILITIES:

1. Serves as department manager for organizational functions.
2. Facilitates communications and responds to incoming correspondence on routine matters.
3. Plans and organizes retention process for a variety of records, files, and funds, which may include student, personnel, budget, expenditure, payroll, and other related records and files to ensure that operational and legal timelines are met.
4. Creates first draft of correspondence for district official's personal reply on complex or non-routine matters.
5. Determines priority for departmental communications and workflow.
6. Ensures compliance and consistency of departmental materials with Board policies; state, local, and federal regulations; and operational procedures.
7. Executes various data reports required by state, local, and federal government agencies.
8. Organizes the clerical functions of the department and may serve as coordinator for clerical staff.
9. Utilizes specialized technology applications to complete projects and reports.
10. Performs other such tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Adopted July 1, 2018