

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **EXECUTIVE SECRETARY – BUSINESS and INNOVATION**

#### **Minimum Qualifications:**

- High school diploma
- Post-secondary secretarial, office management or college level training is desirable
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies
- Congenial telephone etiquette
- Ability to multitask
- Proficient in the use of computer software (Microsoft Office suite)
- Proficient in office protocol and the use of information technology systems
- Proficient in data entry, spelling, proofreading and correct use of grammar
- Strong organizational, planning and project management skills
- Strong interpersonal relationship skills; i.e. diplomacy, collaboration, team building

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employee must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Executive Director of Business and Innovation or designee

#### **Job Objectives:**

Welcome visitors and clients, receive and route telephone calls, assist with Conference Center operations and provide clerical support. Maintains necessary files; sorts, files and retrieves documents and records as necessary.

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Follows all guidelines and procedures for front desk reception and conference center operations
- Greets/assists guests to the Center
- Answers phone calls, takes accurate detailed messages and routes messages to appropriate department/personnel
- Performs secretarial and administrative assignments, utilizing a detailed knowledge of the Center's operations, procedures, programs, building schedules and personnel

- Helps maintain a sanitary and safe work environment
- Has applicable knowledge of emergency procedures and participates in emergency drills
- Models professional leadership qualities at all times
- Works proficiently with existing financial software (e.g. encumber funds, track and submit invoices for payment and monitor budgets)
- Invoices clients monthly for conference center reservations. Monitors monthly outstanding invoices
- Establishes and maintains positive and professional relationships with co-workers, clients and visitors; exhibits cultural sensitivity and ability to relate effectively in a diverse workplace and with a diverse client population
- Maintains appropriate communications with staff and guests to the Center
- Organizes, documents and routinely updates needed information
- Applies best practice procedures to work problems and situations
- Operates and trouble-shoots issues with general office equipment
- Exhibits flexibility in responding courteously to immediate needs of visitors and callers; while establishing priorities and maintaining productivity despite numerous interruptions
- Performs other specific job-related duties as directed by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Services Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

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