

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

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| <b>EXECUTIVE OFFICE MANAGER</b> |
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**Required Qualifications:**

- High School Diploma
- Minimum of five (5) years of administrative support experience, including providing office support to management-level personnel
- Knowledge of office practices, procedures and equipment
- Knowledge of business English, spelling, punctuation and math
- Knowledge of laws, regulations, rules and procedures
- Ability to take and transcribe notes from oral presentations
- Ability to deal with non-routine matters such as assigning, receiving and completing complex work in an independent manner
- Ability to develop effective working relationships with officials, department heads and other employees
- Ability to meet and deal with the public in an effective and courteous manner
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing with attention to details
- Proficiency with Microsoft Office programs
- Ability to effectively communicate orally and in writing
- Must have the ability to use sound judgment and maintain confidentiality

**Desired Qualifications:**

- Associate's Degree
- Ability to gather information and differentiate critical from non-critical information; identify key sources; systematically obtain information through research

**Performance Responsibilities:**

- Greet students, parents, staff and community members
- Maintain and support strict confidentiality of student and staff records and data
- Maintain office files, dispense information and perform other clerical duties
- Prepare draft documents as requested
- Research material for the Superintendent and Assistant Superintendent of Business Services and Operations
- Compose correspondence in reply to inquiries
- Perform necessary secretarial and clerical duties for the Superintendent and Assistant Superintendent of Business Services and Operations
- Maintain permanent files
- Support other secretaries at the district office as needed

- Provide exceptional customer service support
- Assist managerial employees in a confidential manner in matters relating to labor relations, collective bargaining and threatened or actual litigation or administrative proceedings involving employment-related matters
- Research and investigate to assist in compiling data in preparing reports and supporting records
- Meet and deal with the public in an effective and courteous manner – especially in pressure situations
- Develop effective working relationships with officials, department heads and employees
- Organize the Superintendent's and Assistant Superintendent of Business Services and Operation's calendar and schedule appointments
- Schedule meetings and secure locations as needed
- Prepare and process School Board Agenda items as required
- Assist in the daily functions of the department when Superintendent and/or Assistant Superintendent of Business Services and Operations or designee is not available
- Answer phones and direct calls as needed
- Sustain focus and attention to detail
- Perform other duties as assigned by the Superintendent and/or Assistant Superintendent of Business Services and Operations or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Superintendent and Assistant Superintendent of Business Services and Operations

**Evaluation:**

Annual evaluation done by the Superintendent and/or Assistant Superintendent of Business Services and Operations

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Level D

**Job Code:**

72090

Board Approved: 6/23/2015  
Revised: 06/25/19, 07/30/24