



# Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.356.6003 • [www.rrcs.org](http://www.rrcs.org)

**Samuel Gifford, Executive Director of Human Resources and Support Services**

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## POSITION OPEN - 1.0 F.T.E.

### EXECUTIVE SECRETARY II – OFFICE OF PUPIL SERVICES

Position Available:	August 1, 2018
Hours:	7:30 a.m. – 4:30 p.m.
Pay Range:	Placement on Executive Secretary Salary Schedule determined by training and experience
Responsibilities:	Serve as Secretary to the Executive Director of Pupil Services
Qualifications:	Perform secretarial duties that support the effective delivery of administrative services and facilitate the timely attainment of department/district objectives. Efficiently maintain and manage reports, budgets and financial accounts. Generate, process and reconcile purchase orders and payment of invoices. Exemplify outstanding secretarial skills including: confidentiality; demonstrate professional verbal communication skills and excellent written communication skills; ability to follow complex directions; strong computer skills including extensive knowledge of Microsoft Office, Microsoft Outlook and Google Docs; ability to efficiently utilize website content management system and other online systems.

Applications are now being accepted for the above position. Interested persons should apply on-line **AS SOON AS POSSIBLE**.

**CURRENT REGULAR EMPLOYEES/CURRENT OCCASIONAL EMPLOYEES: Submit a letter of interest to the Office of Support Services.**

**OUTSIDE CANDIDATES: Apply on-line at: [www.generalasp.com/rockyriver/onlineapp](http://www.generalasp.com/rockyriver/onlineapp)**

An equal opportunity employer.

SG/cc  
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Posted: Board of Education Office  
Rocky River High School  
Rocky River Middle School  
Goldwood Primary School  
Kensington Intermediate School  
Facilities Operations  
Office of Transportation

Rocky River Schools...

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