

Administrative Assistant to the Superintendent/Board of Trustees

Purpose Statement

The job of Administrative Assistant to the Superintendent/Board of Trustees is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Superintendent; communicating information on behalf of Superintendent to school and system staff, other school systems, public agencies, etc.; ensuring compliance of Superintendent's office and Board activities with financial, legal and administrative requirements; acting as liaison between the Superintendent and staff and the public to provide information, address a variety of issues and/or provide general support.

Essential Functions

- Attends Board meetings for the purpose of coordination, materials, support, and legal recording of the actions of the Board which results in the minutes.
- Compiles data from a variety of sources (e.g. agenda items, special projects/assignments, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes complex documents (e.g. executive summaries, correspondence, agendas, minutes, media announcements, reports, etc.) for the purpose of communicating information to district personnel and the public.
- Coordinates a variety of programs and/or activities (e.g. meetings, calendar/appointments, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares written materials (e.g. agendas, minutes, correspondence, legal notices, budget, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a variety of information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concerns, inquiries and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Serves as a liaison to committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for school system operations.
- Supports Superintendent and Board of Trustees for the purpose of providing assistance with their administrative functions and maintaining strict confidentiality with all parties.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment; using pertinent software applications; planning and managing projects; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and accounting/bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training

FLSA Status

Non Exempt

Approval Date

Salary Grade