

BRIEF DESCRIPTION OF DUTIES:

Under the direction of the Superintendent, performs a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail; serves as administrative aide and confidential secretary for the Superintendent and the Board of Trustees; serves as recording secretary to the Board of Trustees and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Coordinates the clerical, secretarial and administrative duties of the Superintendent's office; relieves the Superintendent of administrative detail.
- b. Serves as a liaison between the Superintendent and a variety of district staff, legislators, City and County officials, parents, community groups, media and other school districts; responds to questions and complaints by Board, staff, students, parents and the public; resolves problems and conducts routine business; directs queries to appropriate personnel; researches and provides written responses or material when requested.
- c. Maintains official Board policies; monitors new laws and legal requirements affecting the district, its Board and staff for incorporation into policy.
- d. Serves as administrative aide and confidential secretary to the Superintendent; type's letters, memoranda, reports, evaluations, schedules and other communication materials of a confidential nature; composes correspondence independently or in accordance with general instruction.
- e. Monitors biennial elections for school Board; furnishes prospective candidates with district information and election materials, interacts and coordinates filings with County Elections; arranges candidate orientations and compiles general district information for candidates.
- f. Ability to use various forms of social media as a tool to communicate on behalf of the Superintendent
- g. Plans and schedules Education Partnership Program meetings; Prepares letters of invitation, welcome letters and agendas for distribution to business community and school sites.
- h. Prepares agendas and reports for presentation at Board meetings, administrative staff meetings, Superintendent's Cabinet meetings, PTA Executive Council meetings and Feeder School District Superintendents' meetings. Attends and records minutes of meetings as needed.
- i. Receives and screens the Superintendent's incoming correspondence and calls; responds independently to letters and general correspondence of a routine nature.
- j. Receives visitors and schedules appointments, conferences and meetings for the Superintendent and the Board of Trustees; coordinates the Superintendents' calendar and Board of Trustees calendar.
- k. Establishes and maintains various complex records and files related to the operations and functions of the Superintendent's office, including material of a confidential nature.
- l. Makes travel and conference arrangements for the Superintendent and for the Board of Trustees. Provides airline tickets, hotel confirmations, registration packets and travel itineraries.
- m. Attends all Board meetings. Prepares and distributes the agenda; ensures all reports and other agenda materials are submitted on time; contacts participants and otherwise coordinates the meetings; records official actions; takes and prepares minutes; maintains files of minutes, documents and other related materials; completes follow-up reports of meetings and distributes as appropriate.
- n. Maintains official records and files of the Board of Trustees.
- o. Assembles and prepares a weekly report and weekly calendar to the Board of Trustees from each division and site principals; coordinates distribution.
- p. Maintains and manages financial records to include budgets for instructional supplies, travel and conference membership dues and expense claims. Orders and maintains appropriate levels of office supplies.
- q. Produces and maintains confidential records relating to the objectives and evaluations of district and site administrators.
- r. Provides clerical assistance to District Consultants.
- s. Use district authorized social media sites to post information on behalf of the Superintendent

OTHER DUTIES AND RESPONSIBILITIES:

- a. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District organization, operation, policies and procedures.
- Modern office practices, procedures and equipment.
- Business forms, letter writing and basic report preparation.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Verbal and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Record keeping practices and procedures.

Ability to:

Perform specialized and responsible secretarial duties.
Plan, organize and prioritize work.
Communicate effectively, tactfully and courteously with staff and the general public.
Compose routine correspondence independently.
Type at the net rate of 60 wpm from clear copy.
Have strong word processing and computer skills.
Operate a variety of office equipment, including computers, telecommunication systems, word processing, typewriter, calculator and copiers.
Maintain complex and confidential records and files.
Establish and maintain effective and cooperative working relationship with office, personnel and the general public.
Maintain financial and statistical records.
Establish and maintain confidentiality in performing job duties.
Analyze situations carefully and adopt effective course of action.
Understand and carry out complex oral and written directions.
Meet schedules and timelines.
Make mathematical calculations quickly and accurately.
Have physical capability sufficient to perform job tasks.
Work independently in the absence of the supervisor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by secretarial and typing courses, and at least five years of increasingly responsible administrative secretary experience, preferably in the field of public education (college education may be substituted for the required experience on a two year college for one year experience basis).

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment.
May be required to work after regular office hours.