

Job Title:	<b>Senior Executive Assistant: Board of Education</b>	Job Code:	<b>3094</b>
Job Family:	<b>Non-Certified Administrative</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Administrative &amp; Technical</b>	Pay Range:	<b>L 6</b>
Prepared/Revised Date:	<b>January 2013</b>	Work Year:	<b>12 months</b>

**SUMMARY:** Facilitate communication of board expectations and actions to the superintendent, and at the superintendent’s direction, to staff; facilitate communication from the Superintendent to board members and from the board to the public and ownership of the district. Additional primary duties include coordination of the regular biennial school election and the day-to-day management of the board office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>	<b>Ends Statement</b>
1. Respond to all phone inquiries and requests for information from constituents, District 12 staff and Board members. Perform follow-up functions as necessary including drafting correspondence for Board member signatures, researching issues and following-up with the Superintendent and/or appropriate administrators. Respond to requests for board policy and procedure information.	D	15%	1 & 3
2. Perform all clerical duties associated with Executive Assistant’s position including typing, data gathering, maintaining board-related files, updating Board policy books, archiving information, updating board web site, etc.	D	10%	2
3. Provide backup assistance to the Superintendent and general assistance to departments within the administration center.	D	5%	2
4. Prepare for and participate in board meetings which include ordering dinner and setting up room for Executive Session, coordinating and reviewing set-up for board room, taking meeting notes, and calling roll call and votes during meeting.	W	20%	2
5. Prepare materials for board meetings including developing executive session and regular meeting agenda; coordinating, compiling and copying of board packet materials; and oversight of district wide distribution. Post board meetings on Star Mail and the Web site.	W	15%	2
6. Publish actions taken at the board meeting on Star Mail, summarizing minutes of each meeting and updating Historical Action items report of board meetings.	W	10%	2
7. Monitor board budget accounts including requisitioning items for payment, reconciling purchasing card purchases and maintaining \$1,000 petty cash checking account.	W	4%	2
8. Prepare and convey information to board members at the request of the Superintendent.	W	2%	2
9. Process travel arrangements for board members including conference registration, airline reservations, hotel accommodations, and per diems.	M	5%	2
10. Perform duties of Designated Election Official including attending training and meetings by the Adams County Clerk and Recorder, posting public notices as required by law, verifying registered voters on candidate petitions, certifying ballot information, summarizing ballot initiative comments and certifying report election night results.	A	10%	2
11. Analyze prior and current year expenditures and estimate carryover to provide a recommended budget for ensuing fiscal year.	A	3%	2
12. Perform other duties as assigned.	Ongoing	1%	N/A

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma.

- AA Degree or specialized advanced courses in business, technical or vocational school equivalent to two years of college.
- Minimum of one year of experience in Executive Assistant level work.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate to advanced knowledge of Microsoft Word
- Advanced typing skills
- Advanced oral and written communication skills, time management and organizational skills
- Strong interpersonal skills
- Ability to maintain confidentiality and multi-task.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputer
- Basic office equipment (fax, copier, etc)

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Superintendent	n/a

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	None		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor budgetary accounts for the Board of Education.
- Develop budget recommendation for a \$297,000 budget including estimated carryover funds.
- Develop plan for carry over funds and reconcile projects carryover to actual funds available.
- Participates in developing and administering the budget
- Sole responsibility for monitoring and coordinating the budget
- Sole responsibility for initiating a requisition.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	