

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Executive Assistant to the Superintendent and Board Clerk
Job Family: Managerial/Technical
Department: Superintendent's Office
Typical Work Year: 12 months

Pay Grade: Managerial/Technical Scale
FLSA Status: Non-exempt
Prepared Date: October 3, 2014

SUMMARY: Perform executive assistant duties associated with the Office of the Superintendent and fulfill district clerk responsibilities for the Board of Education.

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. The frequency and percentage of time of duties may vary during an active election year.*

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|---------|------|---|
| D | 20% | Provide executive assistance and support to the Superintendent. Prioritize incoming information and track correspondence. Ensure the Superintendent is up to date and informed. Assist the Superintendent with planning and preparing reports, memoranda, and information for the District and Board of Education. |
| D | 10% | Respond to inquiries from staff and constituents, providing information or redirecting inquiries as appropriate. Provide assistance with parental/community concerns, questions, and calls. Screen calls and refer appropriately. Answer inquiries and offer assistance. Anticipate problems and conflicts and help develop productive solutions. |
| D | 20% | Research, collect and compile information, prepare reports, surveys, and other materials for the Superintendent. |
| D | 3% | Organize and maintain the Superintendent's schedule; arrange all aspects of appointments, meetings, and events as needed. |
| W | 2% | Develop and maintain the board's calendar; arrange all aspects of meetings and events. |
| W | 10 % | Prepare and distribute board meeting agendas and supporting materials for board members, the superintendent, other administrators, and the public. |
| D | 10% | Ensure that all legal requirements for posting, conducting, and recording board meetings, including executive sessions, are met; attend all board meetings; records, prepare, disseminate, and preserve board meeting minutes. |
| W | 10% | Research policy, regulatory, and legal matters as directed; generate reports; communicate with legal counsel as needed. Prepare, process and/or notarize legal documents and correspondence for the superintendent and/or board. |
| W | 4% | Monitor the superintendent's and board's budget accounts including requisitioning items for payment and reconciling purchasing card purchases. |
| W | 3% | Coordinate the maintenance of the District Policy website to ensure that District and Board Policies remain current and compliant. |
| A | 5% | Perform duties of the designate election official including attending training and meetings by the La Plata County Clerk and Recorder, posting public notices as required by law, verifying registered voters on candidate petitions, certifying ballot information, and summarizing ballot initiative comments. |
| Ongoing | 3% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent, plus technical courses/training in computers, office organization/management, legal responsibilities of board clerks, public relations.

EXPERIENCE: Minimum of three years executive secretarial or administrative assistant experience, including coordinating large project preferably in an educational or governmental setting.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal background check required for hire. Must acquire Notary license within one month after hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Advanced oral and written communication skills
- Advanced interpersonal relations skills and public relations skills
- Intermediate to advanced knowledge of Microsoft Word, Excel, Power Point, and calendar management software
- Strong leadership and organizational skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks/priorities with frequent interruptions
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- 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:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office, email/calendar systems, financial software, publishing software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of tape recorders and microphone systems
- Operating knowledge of District-related software within 6 weeks of hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Superintendent/Board of Education
Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assists with monitoring Superintendent’s budget and Board of Education’s budget.

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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

VISION DEMANDS:	Required
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	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	