

SCHOOL DISTRICT OF FLAGLER COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT CONFIDENTIAL

QUALIFICATIONS:

- (1) Associate or Bachelor's Degree, preferred and/or comparable experience and personal characteristics reflecting excellent record keeping and secretarial skills, organizational ability, broad knowledge of administrative functions and personal relations skills.
- (2) Five years of progressively responsible experience in complex secretarial work preferred.
- (3) Proficient in modern office technology and procedures. Knowledge of data processing, word processing, and other office software systems.
- (4) Meet the qualifications necessary to be a Notary Public.

KNOWLEDGE, SKILLS AND ABILITIES:

The Administrative Assistant, under the direction of the Superintendent of Schools, is responsible for the coordination of all functions of the Superintendent's office. Objectives of the position include, but are not limited to: (1) broad knowledge of administrative functions and thorough knowledge of School Board policies and administrative rules and regulations; (2) working knowledge of modern office technology needed to efficiently manage data; (3) develops and initiates public relations documents; (4) serves as backup to the recording secretary for the School Board with responsibility for preparing and maintaining official minutes of School Board proceedings.

Extensive knowledge of the operations and functions of the School Board as related to handling of requests for information. Ability to work independently, highly motivated, capable of setting priorities and maturity to handle heavy workloads. Thorough knowledge of business English and mathematics. Demonstrated written and oral communication skills. Ability to establish and maintain effective working relationships with various stakeholders including students, parents, school personnel, Board Members and the general public. Ability to use discretion in handling sensitive and confidential information. Ability to use a computer, proficient in word processing skills and other business software systems.

REPORTS TO:

Superintendent

JOB GOAL

To support the Superintendent with the many operational and administrative details, performing a variety of clerical tasks and making decisions which require the use of independent and mature judgment.

SUPERVISES:

Office staff as assigned

PERFORMANCE RESPONSIBILITIES:

- (1) Performs related functions and tasks for the Superintendent of Schools.*
- (2) Screen telephone calls for the Superintendent/School Board, and direct to appropriate area of responsibility. Open, sort, and disseminate mail/e-mail.*
- (3) Serve as backup to Legal Assistant/Paralegal in preparation of Board agenda packet. Attend Superintendent's staff meeting(s) for briefing on items to be included in the packet.*
- (4) Serve as recording secretary, in the absence of the Legal Assistant/Paralegal, by attending and taking minutes at Board meetings, workshops, and hearings.*
- (5) Transcribe minutes of Board meetings for permanent records insuring that the minutes reflect Board action in the absence of the Legal Assistant/Paralegal.*
- (6) Research various requests for pertinent information from prior Board meetings. Make copies of records upon request.*
- (7) Arrange for review and duplication of Board meeting recordings upon request.
- (8) Perform bookkeeping functions as it applies to money received for copies of narratives, recordings, and miscellaneous copy requests from the public under the public records law.*
- (9) Maintain Superintendent's calendar of Board meetings, workshops, meetings and hearings.*

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT - CONFIDENTIAL (Continued):

- (10) Prepare and disseminate weekly/monthly District Calendar of Events. *
- (11) Effectively supervise and coordinate the work of other employees as required by supervisor.
- (12) Ensure Board agenda supplemental material and minutes books are maintained for permanent record in the absence of the Legal Assistant/Paralegal.*
- (13) Review all invoices for legal advertisements for accuracy in the absence of the Legal Assistant/Paralegal.*
- (14) In the absence of the Legal Assistant/Paralegal, implement and maintain legal notice requirements pertinent to the School Board as required by Florida Statute.*
- (15) In the absence of the Legal Assistant/Paralegal, obtain signature of Superintendent and Board Chairman on School Board action items.*
- (16) In the absence of the Legal Assistant/Paralegal, disseminate approved Board agenda information the day following the School Board meeting.*
- (17) Assist in monitoring budget for Superintendent, School Board, and School Safety Specialist.
- (18) Assist in preparing requisitions and ordering supplies for the Superintendent and School Board.
- (19) Assist with preparing department budget and maintain accounting, bookkeeping and payroll records.
- (20) Assist in supervising the flow of communication for the office.*
- (21) Create and maintain current District organizational chart.*
- (22) Participate in training to update and expand clerical, financial, office procedures and interpersonal skills.
- (23) Attend other meetings as requested by the Superintendent and record minutes, if deemed appropriate.
- (24) Initiate emergency notifications for crises.
- (25) Communicate effectively with School Board members and School Board attorney as liaison to Superintendent and staff.*
- (26) Perform other duties as directed by the Superintendent of Schools. *

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TECHNOLOGY ACCESS:

Skyward Bookkeeper Employee View, Web District Secretary, Skyward Student District Secretary Group View

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Flagler Schools Strategic Framework – Governance & Leadership
Job Salary Code: PAFZ**