



WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Administrative Assistant to the Superintendent and School Board

EMPLOYEE CATEGORY:  Personnel

QUALIFICATIONS:

- (1) High School Diploma or Associate's Degree with a concentration of office courses **or** a graduate Management Vocational Program.
2. Word process between  s per minute.
3. Have a background in a  ce management duties and procedures.
4. Knowledge of and accomplished in use of Office Software applications.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Knowledge of methods of data collection. Ability to collect, evaluate and analyze data relating to administrative functions such as accounting, personnel, payroll, purchasing and report writing. Ability to prepare correspondence and administrative reports. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to answer telephone calls in a courteous and professional manner.

REPORTS TO: Superintendent

JOB GOAL

To perform the secretarial and administrative duties and responsibilities in the position of secretary to ensure the smooth and efficient operation of the Superintendent's office.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist the Superintendent by planning, organizing, implementing and coordinating assigned tasks.
2. Maintain the Superintendent's calendar, including appointments, travel, deadlines and commitments.
3. Prepare and disseminate agendas for School Board meetings.
4. Attend School Board meetings and assist the Superintendent and Board by recording and preparing minutes and maintaining historical files of School Board Meetings.
5. Develop materials for the Superintendent's use for presentations, conferences and workshops.

6. Assist the Superintendent in compliance background data and information on issues and/or topics as requested by the Superintendent.
7. Assist with student expulsion materials, such as the expulsion letter, waivers and final orders and disseminating information to appropriate parties.
8. Assist in the leave and purchase orders processes in accordance with prescribed guidelines.
9. Receipt, transfer and record all funds received through the Superintendent's office and prepare accurate records for audit as well as other bookkeeping tasks.
Review, for accuracy, supply requests, purchase orders and other administrative forms related to expenditures.
11. Oversee the general operations of the District Office.

Inter / Intra-agency Communication and Delivery

12. Receive and review incoming correspondence, reports, materials and communications, independently prepare replies to inquiries not requiring attention of the Superintendent and route correspondence requiring special attention to appropriate personnel.
13. Communicate with School Board members and District and school administrators concerning School Board meetings, official functions, meetings and any other pertinent information.
14. Assist School Board members as directed by the Superintendent.
15. Interface with others concerning items that are needed after School Board approval and make required copies of agenda attachments.
16. Oversee and manage income telephone calls.
17. Keep the Superintendent informed of potential problems or unusual events.

Employee Qualities / Responsibilities

18. Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
19. Assist in greeting any District clerical personnel assigned to the Superintendent's office.
20. Respond to requests from the staff or public as directed by the Superintendent.
21. Maintain confidentiality.

System Support

22. Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
23. Maintain current information on District policies and programs and process routine matters within established policies without the need for supervision.
24. Prepare monthly payroll reports and coordinate collection of leave forms for the Superintendent's office.
25. Maintain and update School Board Policy and State Board Rule Notebooks for the Superintendent.
26. Prepare required reports and maintain all appropriate records.
27. Maintain confidential files and records related to School Board actions.
28. Supervise assigned personnel.
29. Follow all School Board policies and procedures.
30. Demonstrate support for the School District and its goals and priorities.
31. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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.

TERMS OF EMPLOYMENT: 12 Month

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: Annually by the Superintendent

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

SALARY ITEM NUMBER: 40, Level VII