

**Administrative Assistant (BOE)**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Office of the Superintendent**

**TITLE: Administrative Assistant VII to the Board of Education**

**QUALIFICATIONS:**

1. Associate's degree preferred or equivalent combination of education and experience.
2. Eight or more years of work experience with a variety of administrative and technical functions involving public contact and office management duties as an assistant to a top-level administrator.
3. Effective communication and computer skills.
4. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Board of Education

**JOB GOAL:** To act as the administrative assistant to the members of the board of education and assist with all aspects of board of education operations for New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to confidentiality issues.
2. Represent the board of education through release and explanation of public information to school employees, media, and the general public.
3. Prepare agenda for board meetings; manage the logistics and proceedings for planning major meetings; attend all board meetings to take minutes or notes and follow through on matters requiring correspondence.
4. Flexible work schedule to attend board functions.
5. Assist in monitoring board of education members on budgets; gather pertinent data, analyze requests, and process information.

6. Maintain financial, and/or activity records; act as point of contact for the Board of Education and provide information or refer inquiries to proper personnel.
7. Receive and respond to inquiries made concerning other departments or divisions within the school system. Answer questions from employees or the public concerning the revision of policies, procedures or deadlines and be prepared to explain the board's use of records or information.
8. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs, and other printed materials. Research content items for correctness of presentation and applicability.
9. Utilize varying electronic systems to correspond, create, store, and share documents, such as Microsoft Office Suite, Google Suite, and Simbli.
10. File and retrieve materials based on full knowledge of organization and activities.
11. Perform other duties and responsibilities as requested by the superintendent and board.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Non-Exempt (30 hours/week)

**Starting Salary and/or Grade:** Grade 71

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of budgeting.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements stated in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.