

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Executive Assistant to the Superintendent and District Public Records Officer

Purpose of the Job

This position serves as Executive Assistant to the Superintendent, serves as Board Recording Secretary, and acts as the District Public Records Officer.

Essential Job Functions

1. Assists the Superintendent in general administrative operations.
2. Manages Superintendent's calendar including scheduling Administrative Team meetings.
3. Responsible for administration of all Public Records Requests.
4. Coordinate Public Records Requests with the technology department, Communications and Community Relations Coordinator, and other pertinent staff.
5. Facilitate and coordinate communication of the superintendent and the Communications and Community Relations Coordinator.
6. Participates in developing budgets for the School Board and Superintendent's office; monitors expenditures; orders and maintains equipment and supplies for Superintendent's office and school board.
7. Provides support services to the School Board; participates in agenda setting; prepares and distributes board meeting materials including meeting notices; attends and records school board meetings and prepares meeting minutes; maintains school board files; schedules/coordinates Board activities.
8. Serves as a liaison between the Superintendent and District staff, parents, students, and community members. Answers telephone calls to the Superintendent's office; provides information/answers questions concerning district business and directs calls to other district staff as appropriate. Communicates Superintendent's directives to appropriate staff or community members. Keeps Superintendent advised of items requiring administrative review/action.
9. Performs a wide variety of confidential word processing for the Superintendent; maintains the Superintendent's calendar, schedules appointments and advises the Superintendent of meetings and appointments; makes travel arrangements, reservations and conference arrangements for the Superintendent and board; types and maintains board correspondence.
10. Screens and routes all mail to Superintendent's office; originates routine correspondence and documents. Finalize Superintendent's draft correspondence and other printed materials, including editing, formatting, typing and proofreading. Maintains Superintendent's general office files.
11. Maintains and updates the District's policy and procedure manuals; distributes new and/or revised policies/procedures upon adoption; responds to requests for information.
12. Prepares the District student school year calendars.
13. Performs other tasks as requested.

Qualifications:

Education & Experience:

Associate degree or equivalent, and five years of increasingly responsible experience as an administrator's assistant. Executive assistant experience, knowledge of Public Record Request law and para-legal experience preferred.

Knowledge Skills & Abilities:

1. Strong written and oral language skills; ability to communicate effectively by telephone, in person, and in written form including generation of original correspondence.
2. Strong knowledge and skills in the use of Technology (including social media, Publisher, word processing, spreadsheets, Power Point, etc or equivalent).
3. Proficient in grammar/punctuation, text editing, document layout/production, and general office equipment operation.
4. Demonstrated positive public relations skills. Able to establish and maintain effective working relationships with staff, students, parents and the community, and to represent the Superintendent and school board effectively with same.
5. Strong organizational skills with the ability to work independently, exercise independent judgment, set priorities, meet deadlines, and work effectively under pressure.
6. Experienced in office budget development and overseeing processes.
7. Able to apply diplomatic skills in all District-related matters and maintain strict confidentiality in all sensitive matters.

Licenses, Certificates & Special Requirements:

1. Must have a valid Washington State Driver’s license, automobile insurance and reliable transportation.
2. Have a personal schedule that will accommodate regular attendance at evening (and, upon occasion, weekend) meetings.

Reporting Relationship:

Reports to Superintendent of schools

Conditions of work:

Union Affiliation:

Non- Bargained

FLSA Status:

Non-Exempt

Salary Range:

\$24.54 - \$26.58

Job #

Job History:

Created: August 30, 2013

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice