

# LYON COUNTY SCHOOL DISTRICT

## Administrative Assistant to the Superintendent and Board of Trustees

---

**Job Group:** Clerical

**Classification:** Classified Confidential

**Terms of Employment:** Pay Grade 29 on the Classified Staff Salary Schedule

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** Under the supervision of the Superintendent and Board of Trustees, is responsible for initiating and coordinating the clerical and secretarial functions required in effective implementation of administrative policies of the superintendent's office. Provides administrative assistance and management support requiring a high degree of awareness, tact, creativity, and is evaluated by the Superintendent.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** This list of Essential Functions and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for managing internal operations of the Superintendent's Office.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Superintendent.
3. Responsible for preparation of reports and compilation of agenda items for Board meetings.
4. Responsible for compiling agenda items and appropriate backup information for submittal.
5. Provides leadership, supervision, direction, and daily oversight to department staff for a smooth flow of information and delivery of services, and to ensure that procedures are implemented.
6. Compiles data based on research techniques and on statistical compilations involving an understanding of operation unit programs, policies, and procedures.
7. Researches, compiles, and analyzes data from a variety of sources.
8. Establishes procedures that implement operational policies.
9. Independently drafts financial, statistical, narrative, and/or other reports as requested.
10. Performs independent research, prepares, and summarizes information for special projects as assigned.
11. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
12. Arranges, participates in, and implements conferences and committee meetings, as directed.
13. Demonstrates authority and ability to resolve issues at the lowest level.
14. Frequent contact with the public and employees at all levels, which requires that information be obtained and relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
15. Interprets rules, regulations, policies, and procedures to employees and the general public.
16. Gives explicit or general directions and routes correspondence to Board of School Trustees, administrators, and support staff.
17. Utilizes advanced software skills to prepare correspondence, complex reports, presentations, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports as directed.
18. Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
19. Attends all Board of Trustees' meetings, provides agendas and records and transcribes the minutes of these meetings in compliance with Nevada law.
20. Conforms to safety standards as prescribed.
21. Assists with Human Resource duties as needed
22. Performs other tasks related to the position as assigned.

**Position Expectations:**

1. Knowledge of school district operations.
2. Knowledge of the requirements of the Open Meeting Law.

3. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
4. Knowledge of school district budget.
5. Extensive knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
6. Ability to plan, organize, and set priorities on work and to work independently without immediate supervision.
7. Ability to keep information confidential and maintain an ethical attitude.
8. Ability to gain cooperation and conformance without authority.
9. Ability to interpret, explain, and apply written and oral instructions, procedures, and regulations.
10. Ability to supervise subordinates.
11. Ability to possess strong writing skills and do editorial checking for spelling, punctuation, and grammar.
12. Ability to use discretion and make sound judgments.
13. Ability to demonstrate leadership skills.
14. Ability to demonstrate strong communication skills.
15. Ability to determine procedures for handling unique problems.
16. Ability to meet predetermined deadlines and flexibility in shifting to new tasks when priorities change.
17. Ability to promote public relations and to deal tactfully and diplomatically with people.
18. Ability to concentrate on accuracy of details.
19. Ability to work flexible hours or shifts.
20. Judgment as to when to act independently and when to refer situations to administrator.
21. Ability to cooperate with management, staff, outside agencies, and the public.
22. Ability to recognize and report hazards and apply safe work methods.
23. Possess physical and mental stamina commensurate with the responsibilities of the position.
24. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
25. Regular and consistent punctuality and attendance are essential functions of the job.
- 26.

**POSITION REQUIREMENTS:**

**Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Associates Degree or equivalent credits earned in Business or related field, or six (6) years of secretarial/clerical experience with extensive public contacts (including supervision of projects and/or staff, organization, coordination, and performance of duties at a responsible level) preferred, but not required for this position.
3. Verified keyboarding/typing score of 60 words per minute net.

**Licenses and Certifications:**

1. Official Transcripts, which certify education attainment.
2. Verified keyboarding/typing score of 60 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration

for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				

Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination			X	
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_