



**Job Description**  
Prepared/Revised Date: February 2024

Job Title:	<b>Senior Executive Assistant – Superintendent, Deputy Superintendent &amp; Board of Education</b>	Job Code:	<b>3111</b>
Job Family:	<b>Central Administrative Support</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>No</b>
Typical work year:	<b>12 months</b>	Pay Range:	<b>G26</b>

**SUMMARY:** Provide executive assistance to the Superintendent, Deputy Superintendent, and the Board of Education. Responsible for performing executive administrative, organizational, confidential, and high-level clerical and budget functions in support of the Superintendent, Deputy Superintendent, and the Board of Education. Serve as liaison, fielding parent, community, staff, and governmental agency requests, questions, and concerns; resolve or refer issues for resolution. Facilitate communication of Board expectations and actions to the superintendent and at the superintendent’s direction, to staff; facilitate communication from the Superintendents to Board members and from the Board to the public. Additional duties include coordination of the regular biennial school election and the day to-day management of the Board office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Provide assistance and leadership in the daily management of the offices of the Superintendent and Deputy Superintendent, including project coordination, record-keeping and reporting; make decisions and take action within agreed upon limits and in alignment with policies and procedures. Monitor and assist in developing department budgets through the district’s financial systems, facilitate outside vendor payments, initiate requisitions and budget transfers of expenditure. Oversee department purchasing card, including monthly reconciliation and reports. Maintain department supplies. Responsible for review, approval, and verification of reported time in district time and labor system. May prepare and analyze time and labor reports.	D	25%
2. Provide support for the Board of Education. Respond to Board requests for information and provides regular updates. Prepare materials for board meetings including developing executive session and regular meeting agendas; coordinating, compiling, and copying of board packet materials; and oversight of district-wide distribution. Post board meetings on Star Mail and the Web site. Publish actions taken at the board meeting on Star Mail, summarizing minutes of each meeting and updating Historical Action items report of board meetings. Monitor board budget accounts including requisitioning items for payment, reconciling purchasing card purchases and maintaining petty cash checking account. Analyze prior and current year expenditures and estimate carryover to provide a recommended budget for ensuing fiscal year. Process travel arrangements for board members including conference registration, airline reservations, hotel accommodations, and per diems.	D	25%
3. Serve as primary point of contact, prioritizing incoming requests and information; respond to all inquiries and requests for information from constituents, District 12 staff, and Board members. Perform follow-up functions as necessary including drafting correspondence for Board member signatures, researching issues and following-up with the Superintendent, and/or appropriate administrators. Respond to requests for board policy and procedure information. Ensure Superintendent is up-to-date and informed.	D	15%
4. Maintain Superintendent, Deputy Superintendent, and Board calendars and make appointments for the Superintendent. Prepare materials for meetings and coordinate logistics for events and activities. Coordinate work flow and tasks for special projects, working across multiple departments and follow up on action items to ensure completion.	D	15%
5. Prepare for and participate in Board meetings, including ordering dinner and setting up room for Executive Session, coordinating and reviewing setup for Board room, taking meeting notes, and calling roll call and votes during meetings. Work hours will vary and be scheduled to include evening meetings.	W	10%

6. Perform duties of Designated Election Official including attending training and meetings by the Adams County Clerk and Recorder, posting public notices as required by law, verifying registered voters on candidate petitions, certifying ballot information, summarizing ballot initiative comments, and certifying report election night results.	A	5%
7. Develops effective working relationships with internal and external partners, including District staff, governmental agencies, and the community.	W	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree required. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of six (6) years of experience in office management.
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Exceptional customer service and public relations skills.
- Intermediate to advanced computer software, legal research and accounting skills.
- Ability to keep up-to-date technically and apply new knowledge to the position. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Extensive oral and written communication skills.
- Critical thinking and problem solving skills.
- Demonstrated ability to maintain confidentiality in all aspects of the job.
- Demonstrated ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills.
- Interpersonal relations skills.
- Ability to stay current with district policy, standards and training in the areas of data quality, data policy, and cybersecurity with respect to student and staff data, and related information system.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Typical office equipment such as personal computer, printer, copier, fax, phone system and email.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Superintendent	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor and assist in developing budgets through the district’s financial systems, facilitate outside vendor payments, initiate requisitions and budget transfers. Oversee purchasing card.
- Balance end-of-day reports to cash receipts.
- Monitor budgetary accounts for the Board of Education.

- Develop budget recommendation for a \$297,000 budget including estimated carryover funds.
- Develop plan for carry over funds and reconcile projects carryover to actual funds available.
- Sole responsibility for monitoring and coordinating the budget.
- Sole responsibility for initiating a requisition.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

<b>VISION DEMANDS:</b>	<b>Required</b>
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	