

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Executive Assistant to the Chief Operating Officer (COO)
Date Prepared or Last Modified: December 2018, Reviewed December 2021
Work Year: 12 months
Department: Administration - ESC
Reports To: Chief Operating Officer

SUMMARY: Provide chief level confidential administrative support to the Chief Operating Officer; serve as liaison for the COO to the Superintendent, Board of Education, staff, and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- D 35% Manage the department by identifying and prioritizing incoming information, phone inquiries, email and social media and delegating and/or directing issues to appropriate chief, department or district personnel. Serve as the department's primary contact person for administrative and operational issues; communicate orally or in writing to chiefs, directors, district administrators, staff, parents, local, state and/or federal agencies regarding issues. Make decisions and take action within agreed upon limits. Respond to and process requests for information regarding current and future building sites, as well as provide collaborative information sharing with other school districts, and the Colorado Department of Education. Initiate, prepare and analyze reports, provide technology support and draft correspondence. Responsible for planning, organizing and delegating to ensure the smooth operation of the Chief Officer's department. Additionally, provide assistance in evaluating job applicants and assisting with interviews and all aspects of the hiring process.
- W 15% Perform budgetary and accounting functions for multiple departments such as developing, monitoring and reviewing annual budget, transferring money within budgeted line items, purchasing large ticket items, processing and verifying invoices. Manage, allocate, and maintain department, district and state/federal grant budgets. Review budgets to assess actual performance versus budget; allocate amounts within budget; process payments including electronic purchasing card program; serve as purchasing card liaison; oversee all department purchase card use, gather information for annual reporting; coordinate budget activities with appropriate staff; keep Chief apprised of budget status.
- D 20% Interpret, provide clarity and direction for COO directives. Initiate action, exercise judgment and/or provide direction to others as appropriate. Interpret district policies, rules, and regulations for administrators, staff, students, community members, and parents. Manage and complete assigned regular and/or special department projects on time and within budget. Develop and implement steps, deadlines, trainings, documentation, reports, guidelines, records and/or communications; coordinate with essential district and community stakeholders; delegate as necessary to ensure thorough, accurate and timely completion for accountability and transparency. Evaluate project processes and procedures to facilitate further improvements and efficiencies. Assist COO in development of goals for multiple departments; monitor the progress and status thereof.
- M 15% Administrator of the district's programs and/or distribution lists. Grant permissions for web pages, public folders and department correspondence. Create and maintain informational documents; files on various activities, functions, and personnel; web sites, and surveys for district-wide and department use. Research, collect data, compile and analyze information, develop data displays, coordinate presentations and/or

publications and distribute the same. Ensure critical documents are properly sorted and archived.

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| M | 7% | Assist in executive level committees and meetings; transcribe, publish, and distribute agendas and minutes as required; prepare reports and supporting materials; maintain the database for committee membership; compose correspondence and communicate with members; and maintain the official records for committees. |
| M | 2% | Monitor, and manage payroll information into computerized payroll system for all classified employees in the department. Audit, adjust and approve department payroll entries. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. |
| A | 2% | Provide confidential assistance for activities such as negotiations, staff evaluations, discipline and legal communications. |
| M | 1% | Serve as back-up to the Secretary to the Board of Education in Board Meetings, grievances, expulsion hearings or other meetings; answer, screen, forward and take messages for incoming calls when the Assistant to the Superintendent is out of the office. |
| Ongoing | 3% | Perform other duties as assigned. |

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.

EDUCATION AND TRAINING: High school diploma or equivalent, plus post-secondary courses / area of study in office management, business or related area.

EXPERIENCE: Requires a minimum of three years of experience in executive or senior-level office management.

SKILLS, KNOWLEDGE AND EQUIPMENT: Requires basic math and accounting skills. Advanced oral and written communication; English language skills; interpersonal relations, personal computer, keyboarding and word processing; customer service and public relations; critical thinking and problem solving; and organizational skills. Ability to manage confidentiality in all aspects of job; manage multiple priorities; manage multiple tasks with frequent interruptions; and the ability to diffuse and manage volatile and stressful situations. Experience with Microsoft Office required for hire. Payroll/HRIS system; Purchasing Card system; timekeeping system; and Student Data system all required within two months of hire.

CERTIFICATES, LICENSES AND REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position has no direct supervisory responsibility.

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 DEMANDS: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; talk and hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, compute, synthesize and negotiate. Frequently required to analyze, communicate, coordinate, use interpersonal skills, and evaluate. Occasionally required to compare, copy, instruct and compile.