

Job Title:	Senior Executive Assistant - Legal/Communications	Job Code:	3093
Job Family:	Central Administrative Support	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year:	12 months	Pay Range:	G25

SUMMARY: Provide executive level assistance to the Chief Legal Officer and Chief Communications Officer, and administrators on assignment when necessary. Act as Legal and Communications departments contact; provide department administrative management. Coordinate and/or respond to questions regarding district-wide activities and procedures. Coordinate meetings with activities with other departments, functions and outside agencies, act as liaison with all levels of district staff and community representatives. Serve as district contact and logistics coordinator for school office personnel. Work across divisions to support coordinated school office management. Maintain confidentiality in all aspects of job; provide confidential administrative support to Chief Legal Officer and Chief Communications Officer.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Respond to parent/community/staff concerns and questions related to a variety of sensitive and critical issues concerning specialized legal and policy matters. Problem solve and coordinate solutions to complex matters. Work with courts, legal personnel, district stakeholders, and school staff regarding family issues of students. Support General Counsel directly by synthesizing relevant information to assist in an efficient response and appropriate resolution.	D	25%
2. Provide executive assistance to the Chief Legal Officer and Chief Communications Officer and provide support with cross-functional work across multiple divisions. Schedule, document, and coordinate logistics for all district senior leadership meetings, including cabinet and senior staff. Ensure Chief Legal Officer and Chief Communications Officer are up-to-date and informed. Draft correspondence, plan, prepare, and analyze reports and provide technology support. Arrange meetings and keep calendar for Chief Legal Officer and Chief Communications Officer. 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. Review, approve and verify reported time in district time and labor system. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. Maintain department supplies.	D	20%
3. Work with highly confidential information pertaining to potential litigation as well as personnel and student files, district and department information, decisions impacting district departments and materials for the Board of Education. Prepare legal documentation and correspondence. Conduct legal searches on the Internet and/or other legal resources.	D	15%
4. Organize and manage logistics for all district stakeholder engagement groups and events including the District's Accountability Committee, the Five Star Leadership Academy, the Superintendent Student Leadership Council and all other district community engagement groups. Support Chief Communications Officer with organization, logistics, minutes and communications for these groups.	D	15%
5. Serve as the district's administrative support for communication needs related to media inquiries, snow days and emergency situations. Work with media and staff in emergency situations. Remain available during off hours for emergency situations and contacting media in case of any school closures. Make decisions and take actions within agreed upon limits.	M	10%
6. 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. Evaluate project processes and procedures to facilitate further improvements and efficiencies.	M	5%
7. Prepare and distribute District policies to district personnel. Update policy/procedures on website. Coordinate and distribute agendas, minutes and other information as secretary to District Policy Council.	W	5%

Job Tasks Descriptions	Frequency	% of Time
8. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two (2) years of relevant coursework. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of experience in an administrative office setting.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to use initiative and independence.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Excellent oral and written communication skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- 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
Reports to:	Chief Communications Officer and General Counsel	3041/3005

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May coordinate or direct the activities of department support staff, student aides or volunteers.

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			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	