

MANAGEMENT JOB DESCRIPTION

**SUPERINTENDENT AND BOARD OF EDUCATION
ADMINISTRATIVE MANAGER**

JOB SUMMARY:

Under the direction of the Superintendent, performs highly responsible and complex administrative duties; exercises independent judgment to assist the Superintendent and Board of Education in administrative details requiring considerable knowledge in the use and interpretation of District policies and procedures; and performs responsible duties for the Board of Education involving coordination, preparation, and dissemination of Board of Education agendas and minutes.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and evaluates situations pertaining to the efficient operations of the office to take appropriate action or direct to appropriate personnel for resolution.
- Trains and provides work direction to assigned staff and reviews work.
- Provides assistance to the Board of Education as needed, including research of policy questions and coordination of Board of Education requests and activities.
- Provides administrative support to the Superintendent and Board of Education.
- Serves as an information source for administrative personnel and the public regarding the activities of decisions reached and policies/directives established by the Superintendent and/or Board of Education.
- Receives initial contacts by telephone or in person from officials, teachers, parents, and others; screens and evaluates what is requested, and either provides answers, refers to appropriate staff members, or makes appointments with the Superintendent.
- Maintains administrative and correspondence files, other confidential files, and official records.
- Coordinates, assembles, prepares, and distributes Board of Education meeting notices, agendas, supporting documents, and indexes Board of Education minutes.
- Attends and records Board of Education meetings and prepares Board minutes for the Superintendent and Board of Education approval; prepares excerpts and resolutions; and maintains official record of Board of Education minutes.
- Composes letters and memoranda for signature; assists in assembling data and information for administrative reports; and attends to administrative details on special matters.
- Assists in public and community relations; keeps informed on changes in the Education Code and on District regulations, policies, developments, projects, assignments, and deadlines.
- Screens and schedules appointments and keeps calendar updated for Superintendent.
- Assists the Superintendent and Board of Education with administrative matters; interviews callers, exercising considerable judgment and applying experience in decision making; provides information in accordance with established procedures and policies; and refers problems requiring technical answers to appropriate administrators.
- Assists in planning details for meetings, conferences, and other public gatherings.
- Arranges business/conference travel for Superintendent and Board of Education.

- Assembles resolutions, agreements, and agenda items of official Board of Education minutes for binding.
- Processes requisitions and travel requests and orders office supplies.
- Verifies Cabinet, Executive Directors', and Principals' Absence Records.
- Maintains new/revised Board Policies on District's website.
- Prepares Purchasing and Informational Services Board of Education agenda items.
- Coordinates student/staff recognition award, sixth grade promotion certificates; arranges guest leaders for Pledge of Allegiance at meetings; and coordinates schoolwork/ display in Board Room.
- Establishes the proper atmosphere for the District's chief executive offices.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of correct English usage, spelling, grammar, punctuation, and composition; knowledge of current office practices, procedures, and equipment; personal computer applications (Microsoft Windows, Microsoft Word, PowerPoint, Outlook, Excel, and other regularly used computer software programs); knowledge of laws and regulations of the California Education Code, the Brown Act, school district policies, practices and rules; and knowledge of filing, record keeping procedures, organization, and collection of data.
- Ability to type at a minimum speed of 55 words per minute; ability to perform a variety of complex administrative assistant work involving use of independent judgment and requiring accuracy and speed; ability to prioritize tasks; ability to compose correspondence and reports; ability to analyze problems and prepare clear, concise reports and recommendations; ability to speak and write effectively; and ability to understand and carry out oral and written directions.
- Ability to meet the public in situations requiring tact, diplomacy, and discretion; and ability to maintain cooperative relationships with those contacted in the course of work.
- Five years of full-time secretarial experience, at least one of which has been as secretary in administration in a school district or private or public organization.
- Business or technical (secretarial) training school.