

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Executive Services Specialist
Reports To: Superintendent of Schools

SUMMARY

Assists the Wentzville School District Board of Education and Superintendent and is responsible for performing office management activities that will ensure the smooth and efficient operation of the District and the Office of the Superintendent. This position regularly exercises independent judgment and discretion in efficiently and effectively accomplishing complex and difficult tasks in support of the office.

QUALIFICATIONS/REQUIREMENTS

- Minimum of Bachelor's Degree; Master's Degree in Administration, Education, Communications, or other related area is preferred.
- Five or more years of related experience as an Executive Assistant or the equivalent is preferred.
- Initiative and independent judgment--identifying and resolving issues with high levels of critical thinking.
- Ability to make decisions on behalf of the students, staff, and community as necessary.
- Experience in discreet and tactful handling of sensitive and confidential material.
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers, software, and technology.
- Experience in independently preparing reports and correspondence.
- Experience in organizing varied and involved projects.

COMMUNICATION AND OTHER SKILLS

- Must have strong communication, computer and interpersonal skills.
- Must have excellent keyboarding and technology skills and have the ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent grammatical, spelling, and punctuation skills for written documents.
- Must have the ability to speak clearly and concisely both in oral and written communications.
- Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.
- Must have the ability to effectively present information and respond to questions from administrators, staff and the general public consistent with the duties of this position.
- Must have the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists consistent with the duties of this position.
- Must have the ability to establish and maintain effective working relationships with staff and the school community.
- Must have the ability to perform duties in full compliance with all District requirements and Board policies.

ESSENTIAL JOB DUTIES

General Duties

- Gives and receives information requiring independent judgment or discretion regarding specific business of the District, by phone and direct contact.
- Maintains confidentiality with unquestionable integrity.
- Produces accurate work with frequent interruptions.
- Prioritizes multiple tasks, work effectively under stress, meet short deadlines, take direction, and work independently with minimal supervision.
- Prepares and writes routine correspondence dealing with subject matter using discretion and judgment, replying to individuals presenting or requesting information.
- Accurately prepares a variety of materials such as schedules, statistical reports, handbooks/manuals, reports for federal, state, or local government agencies, and prepares correspondence which may include confidential material. Preparations may include creating reports from raw data, which includes creating charts, graphs, and presentation slide decks.
- Creates, copies, and distributes reports in a timely manner to ensure accurate information is distributed to appropriate students, staff, and community.
- Assures coordination of both verbal and written information to District employees.
- Completes special projects as assigned.
- Assists in compiling and managing multiple budgets, prepares and processes purchase orders and other financial materials.
- Remains calm, uses good judgment, and thinks quickly and rationally in difficult or stressful situations.
- Effectively works with stakeholders and de-escalate volatile situations.
- Initiates, contacts, and transacts business on behalf of the District with outside agencies and parties at the direction of the Superintendent.

Office Management

- Assumes responsibility as the Administrative Center's Office Manager by facilitating a wide variety of management tasks associated with the building's operations.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively with staff to provide quality services to employees, students, and patrons of the District.
- Oversees the establishment and maintenance of office procedures and record keeping systems.
- Handles requests for general information, complaints, inquiries regarding District policies and procedures to ensure efficient operation of the District.
- Supervises and processes time records as they relate to the building receptionist and other clerical staff in the Executive Services Department.

Superintendent / Board of Education

- Coordinates schedules of the Superintendent and the Board of Education.
- Confers with the Superintendent concerning the organization, gives information and advice, and receives instruction.

ESSENTIAL JOB DUTIES (cont'd)

- Prepares District materials for publication from the Superintendent.
- Serves as the recording secretary and point of contact for the Board of Education.
- Maintains current Board Policy and Regulation website and printed archives including all changes made by the Board and Superintendent's Cabinet.
- Prepares weekly correspondence and monthly reports for the Board of Education.
- Sends out meeting notifications, responsible for taking minutes, preparing agendas, compiling supporting materials, and taking follow-up actions.
- Possesses a high level of understanding of Robert's Rules of Order for Board meetings.
- Processes travel arrangements, as needed, for the Superintendent and Board of Education.
- Assures compliance with Missouri Open Meetings and Records Law.
- Assures compliance for records retention in accordance with Missouri Secretary of State Guidelines.
- Supervises District legal records, including the Board of Education minutes.
- Serves as the District Custodian of Records.
- Responds to Sunshine Law and Freedom of Information Act requests in a timely manner as required by law; maintains log of requests; and oversees the compilation of this information by District staff.
- Serves as the District Election Official.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with provisions of District Policy on evaluation of support staff personnel.

FLSA STATUS

Exempt