

Administrative Assistant to the Superintendent

Purpose Statement

The Administrative Secretary to the Superintendent provides complex and confidential administrative support, serving as the primary point of contact for internal and external constituents. This role involves acting as a liaison, managing communication, and overseeing various projects and administrative functions. The nature of the work performed requires a thorough knowledge of BPS organizational functions, personnel, and programs, and involves the use of sound judgement and tact when interacting with the Board, public, government officials, and BPS staff.

Supervisory Relationship

Reports to: Superintendent

Essential Functions

- **Data Compilation:** Compile data from diverse sources, including staff, Board Members, and community organizations, to prepare detailed reports and make informed recommendations for the Superintendent or designee.
- **Project Coordination:** Coordinate a variety of projects, activities, and events such as meetings, receptions, luncheons, workshops, and travel arrangements to ensure timely completion of administrative support tasks.
- **Document Management:** Maintain comprehensive manual and electronic files and records, including contracts, time sheets, and legislative information, to provide up-to-date information and historical reference in compliance with administrative guidelines and legal requirements.
- **Confidentiality Management:** Handle sensitive and confidential information with discretion, ensuring appropriate dissemination to internal officials and external entities as directed, in compliance with district policies.
- **Schedule Management:** Coordinate the Superintendent's schedule, managing appointments, meetings, and conferences to ensure efficient time management and resolution of conflicting needs.
- **Account Monitoring:** Monitor account balances for assigned budget categories to maintain accurate financial records and ensure budgetary compliance.
- **Office Oversight:** Oversee office activities, organizing assignments, monitoring progress, and ensuring tasks are completed within established guidelines.
- **Meeting Participation:** Attend various meetings, workshops, and trainings to provide or receive information, record minutes, and support attendees' needs.
- **Report Preparation:** Prepare a wide range of complex written materials, including correspondence, agendas, minutes, event programs, bulletins, reports, and calendars, to communicate information and ensure documentation compliance.
- **Supply Procurement:** Procure necessary supplies and equipment to maintain office functionality and availability of required items.
- **Research:** Conduct research on various topics, such as current practices, policies, education codes, and legal updates, to provide accurate information and recommendations for administrative requirements.
- **Inquiry Response:** Screen and prioritize requests to meet with the Superintendent, managing these interactions with sensitivity and tact to maintain an organized schedule.
- **Support Functions:** Assist the Superintendent and School Board by representing the Superintendent's office in their absence, addressing matters that require immediate attention and supporting their functions and responsibilities.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and software applications.
- Plan and manage projects.
- Prepare and maintain accurate records.

Knowledge

- Basic math, including fractions, percents, and ratios.
- Technical information, document composition, and group facilitation.
- School district policies, regulations, operations, and philosophy.
- Grammar, punctuation, and business telephone etiquette.

Abilities

- Schedule and manage multiple activities and meetings.
- Work independently and with diverse groups.
- Adapt to changing priorities, maintain confidentiality, and solve problems.
- Meet deadlines, handle interruptions, and use sound judgment and tact.

Responsibility

Work under limited supervision, directing others within a small work unit. Monitor budget expenditures and utilize resources from other work units. Continuously impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling; some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 80% sitting, 10% walking, and 10% standing. Work performed in a generally hazard-free environment.

Experience

Job-related experience with increasing levels of responsibility

Education

Targeted, job-related education with study in a relevant area

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SR

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.