Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

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| Job Title: | **Board of Education Secretary** | FLSA Status: | **Non-Exempt** |
| Job Family: | **Administrative Support Services** | Pay Range: | **SS66H** |
| Prepared/Revised Date: | **August 1, 2026** | Job Code: | **506D1** |

**SUMMARY:** Responsible for performing executive administrative, organizational, confidential, and high-level clerical functions in support of the Board of Education (BOE). Ensure the smooth operation of the BOE offices by receiving calls; responding to inquiries; composing, preparing, and distributing memos, letters, agendas, and confidential materials; maintaining calendars; coordinating travel arrangements; arranging, posting, and attending BOE meetings; taking meeting minutes, calling roll and recording roll call voting; and maintaining all official board records.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Work with the superintendent's office to support the BOE in their work. Serve as contact for the BOE's office, answer calls, emails, respond to questions, problem solve, and provide information. Manage and maintain BOE budget, including purchasing card expenditures.
2. Attend work and arrive in a timely manner.
3. Attend all BOE regular meetings, retreats, and occasional special meetings. Record, prepare and distribute meeting minutes that accurately reflect the discussion and decisions from each meeting. Take roll-call votes of Board action taken and announce results as appropriate. Record meetings and some executive sessions using a digital recorder. Ensure required signatures are obtained at meetings and in some cases, attest documents. Prepare Board meeting agenda packets by way of an electronic meeting management system. Type notes from Superintendent and General Counsel evaluation and work closely with BOE/General Counsel to submit. Provide draft meeting minutes to BOE members for review in a timely manner.
4. Work a flexible schedule, including some evenings, to attend all Board meetings, and meet the needs of the BOE work. Organize and set up all BOE meetings including but not limited to reserving meeting spaces, ordering and setting up food, work with Communications Department to post approved meeting minutes as well as link for community comment on website, assist community members with access to agendas and community comment sign up, prepare documents for ADA requests, ensure presentations and necessary items are shared with PSDTV and boardroom computer, communicate with State legislators and coordinate meeting attendance. Give public notice of all Board meetings as required by law. Greet guests at meetings and provide direction accordingly. Coordinate the process for public comment at BOE meetings and operate the timer for community commenters.

5. Support the completion of BOE projects required by statute, including the coordination of biennial board elections and assist with mill levy and bond issue elections. Prepare public notices regarding elections, budgets, bond sales, and other matters.
6. Make travel arrangements for board members to attend conferences and trainings.
7. Coordinate onboarding logistics for new BOE members and offboarding logistics for departing BOE members.
8. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate degree or two-year college certificate in a business administration or related field
- Three years' experience in administrative support, preferable at the executive level and experience in taking meeting minutes
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Notary Public required

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to work a flexible schedule during a traditional work week, including some evenings
- Ability to work from home as needed
- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Advanced personal computer, transcription, and word processing skills (typing 60 WPM)
- Ability to follow conversations, record and produce detailed minutes
- Ability to work a flexible schedule to attend regular meetings, retreats, and occasional and special meetings, including some evenings
- Ability to perform limited work in a remote environment
- Strong attention to detail and organizational skills
- Customer service and public relations skills
- Ability to work in a self-supervisory, multi-task environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to pay attention to detail while remaining accurate
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people 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 and experience with personal computers and peripherals and recording ad transcription equipment
- Operating knowledge of and experience with Microsoft Office and Outlook
- Ability to learn and operate software systems and programs required of the position
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Reports to:** | Chief of Staff | |
| **Direct reports:** | This job has no direct supervisory responsibilities. | |

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

| 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 to finger, handle or feed | | | X | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | | X | |
| Hear | | | | X |
| Taste | X | | | |
| 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 | | | |
| Up 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. | |

| VISION DEMANDS: | Required |
|---|---|
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

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