PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7260
Pay Grade: E05

FLSA: Exempt
PTS

ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, supplemented by courses in secretarial-related subjects, a minimum of five (5) years experience in advanced secretarial work; or an equivalent combination of education, training and experience.

MAJOR FUNCTION

Performs highly responsible, complex and specialized secretarial and administrative duties as an administrative assistant to the School Board requiring extensive knowledge of the district organization and programs. Functions are varied in subject matter and level of difficulty. Work requires the use of independent judgment and the application of thorough knowledge of School Board activities, agenda and events.

ESSENTIAL RESPONSIBILITIES

- Serves as administrative assistant to individual School Board Members and assists them in carrying to completion secretarial and clerical activities.
- Serves as recording secretary at all meetings of the School Board; summarizes actions taken at Board meetings for Superintendent and staff; takes and transcribes minutes of meetings for permanent records, ensuring minutes accurately reflect Board action and direction and comply with relevant Florida Statutes, State Board of Education and School Board regulations.
- Responds to the public representing the Board in releasing information pertaining to departmental procedures, policies and actions taken by the Board; refers questions to appropriate employee or department as required and follow through to completion, sharing outcomes with the Board.
- Researches, composes, types and signs correspondence on behalf of the Board or for individual Board Members.
- Receives and routes telephone calls, answering questions involving interpretation of policies, procedures, duties and activities related to School Board Members.
- Maintains an up-to-date permanent record of all School Board minutes.
- Oversees the maintenance of an up-to-date Supplemental Minute Book, ensuring all Board action relating to contracts, agreements, leases, easements, change orders, etc. are contained therein and are duly signed.
- Oversees the research and assembly of information independently from permanent Board Minute Book and Supplemental Minute Book.
- Utilizes computer for data entry/retrieval, indexing of Board minutes and generating reports.
- Makes decisions according to established policies, procedures, and regulations and applies these to work problems.
- Works with the Superintendent and the School Board to establish the needed budget lines; and, then continues to monitor the Board Office budget expenditures and balances.
- Makes arrangements for travel for Board Members and prepares travel vouchers; prepares reports for Board Members.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 7/79 SSN; REVISED: 3/87 MW; BOARD APPROVED: 4/8/87; REVISED: 12/92 BMP; BOARD APPROVED: 12/9/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED FORMAT, SALARY SCHEDULE, ER, ADA, 10/12 LM; BOARD APPROVED: 10/23/12; REVISED MQ, ER 10/14 CH; BOARD APPROVED: 10/28/14; REVISED: ER, MF, 02/24/21 LM; BOARD APPROVED: 03/23/21

ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				