

Executive Administrative Assistant

Purpose Statement

The job of Executive Administrative Assistant is done for the purpose/s of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This job reports to Superintendent

Essential Functions

- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes; coordinating materials distribution and/or supporting the needs of attendees.
- Compiles data from a wide variety of diversified sources (e.g. monthly agenda note packet for Board of Education; data for various federal and state agency reports; survey requests from MSBA, DESE; District Budget cost tracking spreadsheets, mileage summary reports; construction cost tracking spreadsheets; certified teaching contracts and at-will letters for all staff; candidate filing forms and elections notices; accurate directory of staff; emergency contacts; annual Secretary of the Board Report, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contracts, time sheets, legislative information, databases, district personnel records; spreadsheet of District telephone extensions and voice mails; financial records, reports, including FB2, FV4; Fiscal Effort and Parents as Teachers; role as custodian of records, notary public, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. Board procedures, public relations issues, meeting arrangements, District financial account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office (e.g. welcoming visitors, placing and receiving telephone calls; processing and routing communications, including mail; filing systems; processing of school board correspondence and registrations for events, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. School Board meetings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned (e.g. submission of Excellence in Education nominations; reservations process for annual award banquet; process for Golden Age Passes; ordering of plaques, nameplates, business cards, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports; revised budget and financial accounting program revisions; application for Impact Aid-Section 8002 for submission to the U.S. Department of Education; mileage summary reports and transportation aid applications; school board meeting minutes, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Reconciles account balances for assigned budget categories (e.g. monthly bank statements, etc.) for the purpose of maintaining accurate account balances.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Supports Superintendent and Governing Board (e.g. as requested, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; utilizing delegated authority; analyzing data; applying job-related codes, regulations and laws; classifying data and/or information; customer service; desktop publishing; performing standard bookkeeping procedures; promoting activities and/or events; screening telephone calls; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; business telephone etiquette; bookkeeping practices; codes/laws/rules/regulations/policies; concepts of grammar, spelling and punctuation; job-related codes/laws/rules/regulations/policies; keyboarding; knowledge of community resources; office application software; office equipment and technology; office practices; recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with constant interruptions; working with detailed information/data; accuracy and attention to detail; analyzing issues and determining appropriate course of action; dealing with frequent interruptions; displaying tact and courtesy; meeting deadlines and schedules; multitasking; organizing tasks; setting priorities; working as part of a team; working extended hours; working with frequent interruptions; adapting to changing work priorities; diffusing argumentative behavior; maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine

finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Alcohol and Drug Test
Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability□

Continuing Educ. / Training

Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Q Executive Administrative
Assst