

Job Title:	EXECUTIVE ASSISTANT	Reports to:	Superintendent & Board
FLSA status:	Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Manages Superintendent office and Governing Board operations; coordinates its functions in relation to other departments.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides office support for the District Superintendent
- Schedules appointments, meetings and manages office calendar
- Maintains BoardDocs pertaining to posting of board meeting agendas, board meeting minutes, soft postings and various types, of information pertaining to this department.
- Maintains a regular filing system, as well as other information instructed by the Superintendent /Governing Board and is guided by the Uniform System of Financial Records for Arizona School Districts (USFR) for record keeping.
- Schedules board and administrative meetings
- Takes, transcribes, prepares and distributes board and administrative meeting agendas and minutes
- Prepares meeting materials and handouts
- Answers telephones, responds to inquiries related to Superintendent's Office and/or directs inquiries to appropriate staff or department
- Arranges travel plans and reservations
- Initiates, composes and proofreads correspondence, memorandums and reports
- Conduct confidential and legally compliant background checks
- Conducts research for Superintendent
- Creates, maintains and updates hard copy and database files and records on staff certifications, personnel records, invoices, and expenses
- Prepares yearly district Governing Board calendar, district forms, charts, and related materials
- Prepares work and requisition orders for supply and service requests
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of general office business operations and practices
- Knowledge of database files and records management
- Knowledge of business English, grammar and composition practices and methods
- Knowledge of computer hardware, software and peripheral equipment
- Knowledge of customer service methods and techniques
- Skill in operating and maintaining a variety of business office, computer hardware, software and peripheral equipment
- Skill in maintaining, updating, and retrieving database and hard copy files and records
- Skill in preparing reports, transcriptions, minutes, spreadsheets, memorandums and correspondence
- Skill in maintaining confidentiality of information
- Skill in following oral and written instructions
- Skill in establishing and maintaining effective working relationships
- Skills in maintaining personnel files

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent and 3 years previous office clerical experience
- Criminal justice/Fingerprint clearance

Computer Proficiency: MS Office Suite, Student Management Software, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.