



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Administrative Assistant - Board of Education** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS55H**
 Prepared/Revised Date: **April 25, 2016** Job Code: **506Q2**

SUMMARY: Responsible for providing administrative duties in support of the Board of Education (BOE). Attend all BOE meetings, take meeting minutes, call roll and record roll call voting, create and maintain documents, and operate office equipment including an audio voice recorder.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Attend all Board of Education (BOE) regular meetings, retreats and occasional special meetings. Record, prepare and distribute minutes that accurately reflect the discussion and decisions from each meeting. Take roll-call votes of the Board and announce results. Record meetings and executive sessions using a digital recorder. Ensure required signatures are obtained at meetings and in some cases, attest documents. Prepare documents created by the BOE during meetings. Provide summary notes to BOE Secretary immediately after each meeting, including results of the meeting and any administrative tasks that were assigned. Provide draft minutes to BOE members in a timely manner.	W	90%
2. Work with legal counsel regarding duties required at BOE meetings.	W	1%
3. Work with television director regarding the live and recorded broadcast of meetings.	W	1%
4. Greet guests of the BOE at meetings and provide direction accordingly.	W	1%
5. Provide back-up for the BOE Secretary during planned absences.	Q	2%
6. Attend work and arrive in a timely manner.	D	1%
7. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus advanced courses in business or related field
- More than three years and up to and including five years of experience in administrative support, preferably at the executive level
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills



- Advanced personal computer, transcription and word processing skills (typing 65 WPM)
- Ability to follow conversations, record and produce detailed minutes
- 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
- Knowledge of Parliamentary Order for board meetings
- 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, Superintendent policies 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, peripherals and, recording and transcription equipment
- Operating knowledge of and experience with Microsoft Office and Outlook
- 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
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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.	
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	