



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Executive Administrative Assistant to the Superintendent and Secretary to Board of Education** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS50Y**
 Prepared/Revised Date: **November 8, 2016** Job Code: **32201**

SUMMARY: Responsible for ensuring the smooth operation of District business by providing executive support and assistance to the Superintendent and the Board of Education (BOE); oversee the daily business functions related to the duties of the Superintendent and BOE. Facilitate communication of Superintendent, BOE, Legal and Policy Counsel, and Superintendent’s Cabinet to staff and the public. Field parent and community questions and concerns; resolve or refer issues for resolution; make some decisions on behalf of Superintendent in her absence. Administer budgets, plan, prepare and create and distribute reports, presentations, memos, letters, agendas and minutes, including confidential materials. Maintain and coordinate Superintendent and BOE calendars. Schedule and arrange travel, meetings, trainings, and events for the Superintendent and the Board of Education. Manage the BOE electronic meeting agenda software system, including training for BOE, Superintendent, staff, and the public.

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. Serve as a clearinghouse for a wide variety of correspondence that is directed to Poudre School District, the office of the Superintendent, BOE and Legal and Policy Counsel including requests for information from vendors, constituents and PSD staff. Prioritize incoming information, troubleshoot, problem solve, resolve issues/concerns and use independent decision making to respond on behalf of the Superintendent and BOE. Determine which situations need to be elevated to the Superintendent, BOE or appropriate Cabinet member. Ensure the Superintendent, BOE, Legal and Policy Counsel and other appropriate Cabinet members are informed and up to date on important District matters. Prepare and convey information at the request of the Superintendent, maintain confidentiality and serve as a liaison.	D	40%
2. Manage the Superintendent’s and BOE calendars. Arrange all Superintendent and BOE meetings, events, retreats, seminars and conferences including registration and travel. Coordinate internal District meetings with Cabinet, Leadership, BOE and other internal personnel including staff forums and listening sessions. Coordinate external District meetings with community members and other agencies including educational and governmental entities.	D	10%
3. Prepare recognition and response letters and other correspondence on behalf of the BOE and Superintendent. Research, collect and compile data, prepare reports, presentations, and other materials for Superintendent, BOE, Legal and Policy Counsel and Cabinet.	D	10%
4. Prepare materials for all Superintendent and BOE meetings including executive session and regular meeting agendas, reports, presentations and handouts; coordinate, review, compile and disseminate meeting packets. Create and review meeting minutes and post board meetings, associated minutes and actions items on website and maintain accurate and current records. Supervise, oversee and delegate tasks to the Assistant Secretary to the BOE.	W	15%



5. Reconcile and monitor BOE and Superintendent budgets and purchasing cards. Analyze prior and current year expenditures and estimate carry over to provide forecasting and budget recommendations for upcoming fiscal year. Authorize, purchase and pay expenditures for Superintendent and BOE office as well as for the Johannsen Support Services and Information Technology buildings.	M	10%
6. Provide critical support to Crisis Response Team during crisis situations. Open the building and set up necessary technology. Research, provide, and record information; provide real time minutes and act as a liaison to BOE, keeping them up to date. Represent the Superintendent and BOE in their absence during crisis events and make decisions on their behalf in collaboration with other District leadership. Maintain response files and documentation.	M	5%
7. Perform duties of Designated Election Official including attending training and meetings by the Clerk and Recorder, posting public notices as required by law, verifying registered voters on candidate petitions, certifying ballot information, summarizing ballot initiative comments and certifying report election night results.	A	5%
8. Attend work and arrive in a timely manner.	D	1%
9. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma plus advanced courses in business, technical or vocational school equaling two years of college
- More than five years of executive administrative assistant experience with progressive experience include a high degree of public contact required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills including proficient grammar, spelling, punctuation, and proofreading
- Excellent interpersonal relations skills
- Budget and accounting skills
- Personal computer and keyboarding skills
- Excellent customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to be a part of/work with a team
- Ability to evaluate situations and make recommendations
- Ability to maintain web pages
- Ability to provide basic technology support for devices such as cell phones, tablets, and laptops
- Ability to provide professional and effective skills for communicating orally and in writing with every level of district personnel, citizens, students, and other agencies
- Ability to initiate, organize and set priorities, meet deadlines, exercise sound judgment, problem solve, work independently, and possess high standards of accuracy and dependability
- Knowledge of district and BOE policies, procedures, and regulations, including the Policy Governance model
- Ability and willingness to work outside of normal office hours as needed to perform the duties of the job
- 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 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
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, Drupal and the ability to learn other software packages as needed
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Assistant Secretary to the BOE	1

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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Moderate	X
Loud	
Very Loud	