

EXECUTIVE OFFICER OF THE BOARD OF EDUCATION

DEFINITION

Under the direction of the President of the Board of Education, has authority over and is responsible for the function of the Board Secretariat; assists members of the Board of Education and the Superintendent in conducting meetings of the Board of Education and its committees; and provides administrative assistance to the Board of Education and its staff.

TYPICAL DUTIES

Provides administrative assistance and advice to the Board of Education and to its Members by:

- Providing confidential assistance to the Members of the Board, as requested, including matters involving confidential relationships and communications, District policies and past practices
- Performing research and organizing information as related to the office, other District offices, governmental functions and educational issues as requested by Board Members
- Explaining and interpreting to the public the functions and responsibilities of the Board of Education and its Members
- Assisting in the preparation of motions, resolutions, and official correspondence by Members of the Board of Education
- Providing administrative support for the Board Members Office.

Assists the Board of Education and the Superintendent in conducting meetings of the Board of Education and its committees by:

- Attending meetings of the Board and its committees, assisting in the coordination of meeting procedures, and assisting in the maintenance of an orderly course of Board and committee meetings
- Coordinating calendars and agenda planning
- Advising the Board and its Members on rules, regulations, parliamentary procedures, and customs regarding the conduct of Board and committee meetings
- Developing procedures for ensuring that the public is provided an opportunity to be fully informed of actions to be taken by the Board of Education and to have an opportunity within the established rules and regulations to communicate with the Board.

Plans and directs the functions of the Board Secretariat and the Board Members Office, and integrates and coordinates the functions and services of these offices with the functions and services of other District offices by:

- Developing and directing procedures involving the handling of official correspondence, preparing the necessary correspondence regarding board actions, and determining the confidentiality of records
- Directing the codification and publication of Board Rules and administrative regulations
- Advising and assisting the Superintendent and administrators on procedures for processing official materials to the Board for consideration and action
- Conferring with the General Counsel and Special Counsel to the Board on the legality of Board procedures and the application of legal interpretations concerning a variety of matters for which the Board Secretariat is responsible

Establishing procedures for and directing the receipt of process served in litigation involving the Board of Education or the District and directing the certification of official actions of the Board
Serving as a liaison staff member between the Board of Education and the administration, and between the Board and other public agencies, officials, and the public with respect to the functions of the Board of Education
Directing the organization and maintenance of comprehensive official records pertaining to Board and committee action and activities and actions by other governmental agencies that affect the Board of Education
Directing the preparation and administration of budgets of the Board Secretariat, the Board Members Office, and individual Board Members' offices.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Officer of the Board of Education plans and directs the functions of the Board Secretariat, assists the Superintendent and Board Members in the conduct of meetings of the Board of Education and its committees, and provides administrative assistance to members of the Board of Education.

An Administrative Services Manager administers financial and business management activities for a large organization. While the specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the budget and expenditures of the organization; and responsible liaison with other units in the coordination of business and service functions.

SUPERVISION

Administrative direction is received from the President of the Board of Education. Supervision is exercised over employees assigned to the Board Secretariat.

CLASS QUALIFICATIONS

Knowledge of:

California Education Code provisions; California Code of Regulations (Title 5); and Los Angeles City Board of Education rules, regulations, procedures, and policies
Office practices and procedures
School business management
Work flow and methods of organizing a clerical work force
Organization of the District
Parliamentary procedure

Ability to:

Plan, direct, and organize the work of a clerical staff
Interpret laws, rules, regulations, and policies
Develop policies and procedures
Schedule work flow in order to meet deadline dates
Deal tactfully and effectively with officials, administrators, and the public
Prepare and edit a variety of complex, written communications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in personnel management, public administration, business administration, research, or related fields.

Experience:

Three years of experience in a staff, administrative, or supervisory capacity in a position involving frequent public contacts of a sensitive nature. A master's degree in public administration, business administration, or a related field may be substituted for one year of the required experience.

SPECIAL NOTES

1. Senior Management Classification.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

Revised
04-13-05
MN

Reviewed
03-05-13
PJO