

ADMINISTRATIVE ASSISTANT, BOARD SECRETARIAT

DEFINITION

Provides administrative assistance of a highly responsible nature to the Executive Officer of the Board of Education and supervises activities of the Board Secretariat.

TYPICAL DUTIES

- Assists the Executive Officer of the Board of Education in the administration of the Board Secretariat, including codification and publication of Board rules and administrative regulations, maintenance of official files of the Board of Education, and direction of secretarial and other services for Members of the Board of Education.
- Assists in planning and directing the activities of the Board Secretariat, including assigning duties to employees to meet work-load demand, training new employees, reviewing the work of employees, resolving difficult work problems, and consulting on solutions to other special problems.
- Assists in preparing and processing accounting, budgeting, and purchasing documents related to operations and activities of the Board Secretariat's Office and the individual Board Members' offices.
- Assists in orienting new Board members by providing background information on the District, previous actions of the Board, and current issues before the Board of Education.
- Coordinates activities related to the holding of Board meetings and committee meetings.
- Provides information to District staff and the public regarding Board policies and specific subjects before the Board for action.
- Acts for the Executive Officer of the Board of Education by accepting legal service for the Board of Education, reporting such service to the Board of Education, and referring matters to General Counsel or senior staff as appropriate.
- Interprets Board rules, regulations, adopted policies, and procedures for the public, exercising judgment, tact, and discretion.
- Informs interested persons of actions of the Board of Education.
- Resolves problems brought to the Board Secretariat's Office and resolves administrative details.
- Assists in preparation of evaluations of Board Secretariat staff.
- Oversees the assembly of materials for the Executive Officer of the Board of Education and organizes these materials in the agenda order.
- Consults with division heads and other staff members regarding the status of various items of Board business, scheduling of meetings, and correspondence.
- Compiles and organizes information requested by the Board Members and performs research as required.
- Types letters, memoranda, speeches, and other materials.
- Oversees the screening of mail, and the composition, organization, and editing of letters, memoranda, reports, and other materials originating in the office of the Board Secretariat.
- Maintains confidential records necessary for the operation of the office and prepares digests of files as necessary.
- Attends official meetings, as required, and writes notes of the meetings for official Board files.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Administrative Assistant, Board Secretariat provides administrative assistance to the Executive Officer of the Board of Education, supervises Board Secretariat staff, and coordinates functions of the Board Secretariat with other offices of the District.

An Administrative Assistant to Board Members performs administrative assistance duties of a highly responsible nature under the direction of a Member of the Board of Education; exercises judgment, discretion, and tact in dealing with the public; and relieves the Board Member of administrative detail.

An Executive Secretary performs a combination of secretarial and administrative duties with special emphasis on relieving an executive of administrative details and assisting in communications with District staff, other agencies and organizations, and the public.

SUPERVISION

General supervision is received from the Executive Officer of the Board of Education. Supervision is exercised over the staff of the Board Secretariat.

CLASS QUALIFICATIONS

Knowledge of:

- Board of Education rules, regulations, policies, procedures, organization, and functions
- Pertinent provisions of the Open Meeting Laws (Brown Act) and applicable methods and procedures
- Basic law and rules affecting District operations
- Organization and key personnel of the District
- Principles of office management
- Microsoft Windows or Macintosh/Apple operating system and related programs
- Modern office practices, procedures, and equipment
- Sources of information within the District and in the community
- Parliamentary procedures
- Punctuation, spelling, and grammar
- Principles of supervision and training
- Budget preparation and maintenance

Ability to:

- Supervise, assign, and review the work of others
- Interpret rules, regulations, policies, and procedures
- Obtain and impart information courteously and accurately
- Exercise initiative and judgment and make sound decisions
- Observe the confidentiality of the work of the Board of Education
- Prioritize, coordinate, and work under pressure
- Prepare and edit reports and other material
- Work effectively with District staff and the public
- Compose correspondence on a wide variety of subjects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business or public administration. Additional qualifying experience as an administrative assistant or secretary to an executive or administrator may be substituted for the required education on a year-for-year basis provided that evidence of graduation from high school or the equivalent education proficiency is presented.

Experience:

Four years of experience as an administrative assistant or secretary to an executive or administrator. Experience must have included one year supervision experience over clerical staff and budget preparation and maintenance.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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