

## ADMINISTRATIVE ASSISTANT TO BOARD MEMBERS

### DEFINITION

Provides administrative assistance of a highly responsible nature for a Member of the Board of Education.

### TYPICAL DUTIES

- Resolves problems brought to the Board Member's office and, according to instructions, addresses administrative details insofar as possible without referring them to the Board Member.
- Assembles materials for the Board Member who chairs a Board committee, organizes these materials in the agenda order for the meeting, and notifies individuals of committee meetings.
- Consults with division heads, the Executive Officer of the Board of Education, and other staff members regarding the status of various items of Board business, scheduling of meetings, and correspondence.
- Receives telephone calls and visitors, screens them for urgency and nature of business, and exercises judgment in answering questions or referring them to a division or to the Board Member.
- Informs appropriate personnel of services required by a Board Member in relation to meetings or special events.
- Interprets Board rules, regulations, adopted policies, and procedures to the public and to District personnel, in such matters speaking on behalf of the Board Member and exercising judgment, tact, and discretion in these contacts.
- Reviews a variety of reports, minutes, and correspondence, obtains related information to bring to the attention of the Board Member, and prepares briefs from reports and publications for the Board Member.
- Compiles and organizes information requested by the Board Member and performs simple research as required.
- Informs interested persons of actions of the Board of Education at their request.
- Marks items on the Committee of the Whole Agenda and Board Meeting Order of Business in which the Board Member has special interest and assembles necessary materials for Board meetings.
- Maintains the Board Member's calendar by arranging appointments, meetings, and personal appearances.
- Types letters, memorandums, speeches, and other materials for a Board Member.
- Screens the Board Member's mail and composes, organizes, and edits letters, memorandums, reports, and other materials originating in the Board Member's office from verbal instructions or upon initiative.
- Establishes and maintains clerical procedures in the Board Member's office.
- Maintains confidential reports necessary for the operation of the office, and prepares digests of files as necessary.
- Makes arrangements for the Board Member's transportation, arranges hotel accommodations, and prepares travel expense claims for the Board Member.
- Performs confidential and personal services for the Board Member as requested.
- May attend meetings of standing committees chaired by the Board Member and may write notes from the meetings for official Board files.
- May represent a Board Member at meetings with administrators, representatives of other agencies, parents, students and the public.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Assistant to Board Members performs administrative assistance duties of 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 details.

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.

## SUPERVISION

General supervision is received from a Member of the Board of Education.

## CLASS QUALIFICATIONS

### Knowledge of:

- Board of Education rules, regulations, policies, procedures, organization, and functions
- Basic law and rules affecting District operations
- Organization and key personnel of the District
- Modern office practices, procedures, and equipment
- Sources of information within the District and in the community
- Punctuation, spelling and grammar

### Ability to:

- 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
- Work under pressure in meeting deadlines
- Prepare and edit reports and other material
- Compose correspondence on a wide variety of subjects

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Four years of experience as an administrative assistant or secretary.

### Special:

A valid California Driver License.

## SPECIAL NOTE

Some positions may require bilingual skills.

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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PJO