

JOB DESCRIPTION

Cumberland County School District

Executive Administrative Assistant for Superintendent and Board of Education

Purpose Statement

The job of Executive Assistant was established for the purpose/s of assisting the Superintendent of Schools in the daily operation of the district by providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of the Superintendent of Schools, Board Members, to staff, other Districts, public agencies, and media, etc.

This job reports to Superintendent of Schools

Essential Functions

- Compiles data from a wide variety of diversified sources (e.g. staff, Board members, community organizations, legislature, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent of Schools and the Board (e.g. board agenda, meetings, receptions, luncheons, workshops, travel/accommodations, news releases from drafts, etc.) for the purpose of completing activities and/or delivering services in accordance with district policy and mandated requirements.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, Confidential School Closings List, legislative information, Policy and Procedure Manuals, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent of Schools and the Board of Education (e.g. procedures, policy statements, public relations issues, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school system.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, School News articles, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for the Superintendent of Schools, other administrators and/or board members.
- Supports the Superintendent of Schools, the Board of Education and other assigned administrators for the purpose of providing assistance with their functions and responsibilities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: conflict resolution techniques; concepts of grammar and punctuation; office application software; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; meeting deadlines and schedules; working with constant interruptions; and detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; often changing from one task to another of differing nature. Administrative support to the Board thru the Chairman and the Superintendent of Schools in accomplishing the educational needs of Cumberland County.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Minimum of 3 years job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement

This is a non-certified position.

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Non Exempt

Approval Date

Salary Grade