

Administrative Secretary, Superintendent

Purpose Statement

The job of Administrative Secretary, Superintendent is done for the purpose/s of assisting the Superintendent by serving as the primary point of contact for internal constituents (i.e. School Board, Executive Team, Leadership Team, and staff), and external constituents (i.e. legal counsel state/city governmental agencies, state legislators, media, and the public) on all matters pertaining to the office of the Superintendent; acting as a liaison between the Superintendent and District administrators, employees, students, other districts, and the general public; planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and overseeing assigned personnel and/or projects. The nature of the work performed requires a thorough knowledge of BPS organizational functions, personnel, and programs, and involves the use of sound judgement and tact when interacting with the Board, public, government officials, and BPS staff.

This job reports to Superintendent

Essential Functions

- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for the Superintendent or designee.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. incoming calls and messages, email communications, and correspondence, meetings, receptions, luncheons, workshops, travel and accommodations, etc.) for the purpose of completing all essential administrative support activities and delivering services in a timely fashion.
- Maintains a wide variety of complex manual and electronic document files and records (e.g. contracts, time sheets, legislative information, negotiations file for BEA and BASA, Civil Rights data collection report, database of BPS parents/guardians who are registered sex offenders, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages all sensitive/confidential information (e.g. prioritizing and disseminating to appropriate internal officials and external entities as directed, etc.) for the purpose of ensuring appropriate handling of confidential matters and documents, in compliance with District protocol and policies.
- Manages and coordinates the Superintendent's schedule (e.g. appointments, meetings conferences, resolving conflicting needs, etc.) for the purpose of ensuring that all administrative support functions are implemented.
- Monitors account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the 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 (e.g. Student Data Confidentiality Task Force, District Emergency Response Team, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, calendars, state report of student attendance/teacher work schedule, expulsion hearings, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Procures supplies and equipment for the purpose of maintaining availability of required items.
- Researches background information for Superintendent, on 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.
- Screens and prioritizes, with sensitivity and tact, individual wishing to see the Superintendent for the purpose of ensuring timely maintenance of the Superintendent's schedule.
- Supports the Superintendent and School Board (e.g. represents the Office of the Superintendent in the Superintendent's absence to address matters that require immediate attention, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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: school district policies, regulations, operations and philosophy; concepts of grammar and punctuation; 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 data of varied types and/or purposes; 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse individuals and groups; implementing independent problem solving; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; using sound judgement and tact when interacting with the Board, public, government officials, and BPS; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work 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 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:
Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Non Exempt	Approval Date	Salary Grade SR
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