

JOB DESCRIPTION

Title: **Administrative Assistant to the Executive Director**

Reports To: Executive Director

Qualifications: Bachelor's Degree
 Word Processing Skills of 55 WPM
 Experienced and Proficient in Microsoft Office Suite (Word, Excel, Power
 Point)
 Experience with Database Management Software

Essential Functions:

I. Administrative Assistant to the Executive Director

- Research, compile, assimilate, and prepare confidential and sensitive documents
- Support development and maintenance of Executive Director's calendar and schedule
- Edit communications from the Executive Director including website articles, documents prepared for the Executive's Director's signature, and various other correspondence and reports
- Read and screen incoming correspondence and reports; make preliminary assessment of the importance of materials and organize and prioritize documents
- Receive and screen incoming calls and visitors, determine priority status, and make referrals to appropriate staff or provide requested information
- Maintain liaison functions with member district administrative office personnel
- Coordinate event planning with Executive Director for such events as Orientation Day, Staff Appreciation, Holiday parties, and professional conferences
- Arrange and coordinate all meetings originating from the Executive Director (live and on-line)
- Support development of Executive Director's reports and presentations
- Coordinate office management activities for the Executive Director
- Assist with preparation of the office budget
- Assist with the establishment, revision and maintenance of office procedures and policies
- Compile and maintain records, statistical information, and reports
- Participates in and /or coordinates committees or task forces
- Establish and maintain various filing and records management systems
- Make travel arrangements; prepare itineraries and maintain travel vouchers and records
- Operate standard office equipment.
- Perform related work as assigned.

II. Recording Secretary to the Board of Control

- Serve as confidential secretary and administrative aide to the Board of Control
- Assist with public relations, acts as information community liaison officer for the Board

- Prepare and distribute Board Packet in a timely manner
- Coordinate the secretarial activities required by the Board in fulfillment of their official duties and responsibilities
- Coordinate the preparation and distribution of the Board's agendas for both open and closed session including confidential matters related to employer-employee relations
- Serve as liaison between the Executive Director and members of the Board, governmental officials, attorneys, consultants, auditors, media staff, parents, community members and others
- Serve as the Board secretary for all regular and special Board of Control meetings
- Advise and monitor compliance with the Open Meeting Act.
- Prepare independently and/or transcribe correspondence consisting of letters, memoranda, reports, meeting minutes and a variety of other subject matter, including materials of a sensitive or confidential nature and requiring a familiarity with legal mandates, policies, regulations and operational procedures
- Keep Board members informed on relevant professional development, media, governmental and political issues, in keeping with the Board's work
- Work with all sections of the organization to ensure compliance with time lines and/or other requests from the Board
- Schedule meetings and arrange conference registration and travel itinerary for the Board members
- Receive, sort, read, route and respond to routine mail and inquiries
- Maintain the official copy of the SASED policies and administrative regulations
- Assist in the revision of policies and administrative procedures
- Establish and maintain a variety of complex, privileged, sensitive, and confidential files, records, and information
- Publish all legal notices concerning Board and SASED business
- Manage all correspondence regarding Board related activities
- Draft Board Briefs and minutes, follow-up with any correspondence and mailing of materials/letters/memos and/or make sure it is taken care of in a timely manner
- Schedule, prepare and send agenda and supplemental data, post in papers and website, draft minutes and handle other follow-up duties for Committee Meetings

Physical Requirements: The position is mainly a sedentary position. Occasional lifting of not more than 30 lbs. Bending, stooping and kneeling as required for filing and copy machine operation. Visual acuity appropriate for computer work and printed page. Manual dexterity to maintain a 55 wpm word processing speed.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: 259 day work year at compensation set by the SASED Board of Control.

Evaluation: Performance will be evaluated in accordance with the SASED Board of Control policy on evaluation of educational support staff.