

## JOB DESCRIPTION

TITLE ADMINISTRATIVE/BOARD SECRETARY

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Basic computer skills required. Knowledge of Microsoft windows including word processing, electronic spreadsheets, E-mail, etc. Professional dictation, typing and editing skills required. Understanding of standard office equipment (telephones, dictation equipment, FAX and copying machines, typewriter, calculator, etc.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the

workplace throughout his/her employment by the District.

**Work Environment**      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO**              Superintendent

#### **GENERAL RESPONSIBILITIES**

1. Performs secretarial functions relating to the responsibilities of individual School Board members.
2. Prepares minutes for all Board meetings, workshops, special meetings, etc.
3. Assists with selected activities within the Superintendent's area.

#### **SPECIFIC RESPONSIBILITIES**

1. Receives phone calls and takes appropriate action (referrals, messages, appointments).
2. Maintains School Board budget.
3. Prepares agenda shells in e-agenda for upcoming board meetings, workshops, special meetings, etc.
4. Attends all School Board meetings, workshops, special meetings, etc. for the purpose of recording the meeting, taking and transcribing minutes.
5. Prepares newspaper version of all agendas, and following approval, sends to the newspaper for publishing.
6. Posts and distributes all upcoming agendas, public notices, etc.
7. Prepares summary of Board actions and e-mails all principals and administrators following the Board meeting.
8. Prepares official certification forms for approved meeting minutes.
9. Maintains electronic copy of School Board minutes and prepares the Official School Board Minute Book and index.
10. Makes travel arrangements for School Board members including hotel reservations, preparation of purchase orders for registration and fees to be paid, flight reservations and preparation of travel reimbursement.
11. Maintains a comprehensive and working knowledge of computer systems and programs to include, but not limited to: WordPerfect, e-mail, e-agenda, TERMS programs and

Microsoft Office including Power Point.

12. Assumes responsibility for scheduling Board-related activities on the electronic school calendar. Maintains and updates the Board Calendar as appropriate and forwards it to the appropriate staff.
13. Executes and disseminates legal documents approved by the School Board and/or Superintendent and provided by the School Board Attorney.
14. Obtains signatures on Expulsion Reports and contracts then forwards for processing.
15. Maintains Board Office copy of State Board Rules, School Board Policies and Job Descriptions.
16. Accesses, inputs and retrieves information and data from a computer.
17. Maintains mailing list and distributes Board meeting agendas
18. Files Board packet materials in Board Office Reference Library and Superintendent's area.
19. Provides coverage of the Superintendent's office areas as required.
20. Responds to public records requests pertaining to Board members.
21. Maintains the board room scheduling calendar.
22. Performs other duties as assigned.