



## Executive Administrative Assistant to the Superintendent and School Board

### Purpose Statement

The Administrative Assistant to the Superintendent and School Board provides executive-level administrative support by performing a large variety of complex duties reaching into most parts of the organization. Most actions are directed by the general policies and precedents of the system. This role is expected to devise methods and adaptability to produce the anticipated results. The work requires a high degree of resourcefulness. Within the limits of the employee's assigned authority, the employee is expected to analyze and resolve problems independently, or when appropriate, consult with higher authority on matters that may have wide reaching impact. Unusual situations arise with some frequency requiring discretionary judgment, analysis, and independent action.

### Supervisory Relationship

Reports to: Superintendent

### Essential Functions

- **Administrative Coordination:** Organize and oversee the Superintendent's daily operations, including workflow, project tracking, and scheduling to ensure efficient office performance.
- **Communication Management:** Serve as the Superintendent's primary contact for inquiries, screening calls, and prioritizing correspondence. Handle sensitive information with discretion and maintain professional communication standards with staff and external parties.
- **Schedule and Event Coordination:** Manage the Superintendent's calendar and organize appointments. Arrange meetings, events, registrations, and travel logistics to optimize time management and address scheduling conflicts effectively.
- **Election Coordination:** Assists the Business Manager in preparing for and coordinating biannual and special school district elections. Ensures election procedures are administered according to federal and state laws, regulations, and District policy.
- **Data Compilation and Reporting:** Compile, analyze, and synthesize data from various sources to prepare detailed reports, recommendations, and presentations for the Superintendent, Board, or other administrative entities.
- **Document and Record Management:** Maintain organized records and confidential files in compliance with District policies and legal requirements.
- **Meeting Support and Minutes:** Prepare meeting agendas with supporting documentation, attend various District meetings, record official minutes, and ensure accurate documentation and distribution of meeting outcomes. This position requires a flexible schedule due to meetings that fall outside of the standard work schedule.
- **Research and Analysis:** Conduct research on relevant topics and policy updates and provide recommendations and insights to support the Superintendent's administrative requirements.
- **District Policy Liaison:** Maintains and manages up-to-date policies and regulations for the District and assures that procedures are established for dissemination of new policies and the review of current policies.
- **Public Relations and Representation:** Represent the Superintendent's office in their absence, addressing issues requiring immediate attention and liaising with the Board, public, and government officials as necessary in collaboration with the Community Relations Director.
- **Coordinate District Negotiations:** Assist the Superintendent and designees in preparing thorough research and analysis, statistical data, and materials related to negotiations. Under direction, update, print, and disseminate the negotiated agreements for internal and public use.
- **Attendance/Schedule:** This position requires prompt and consistent attendance. This position requires a flexible schedule due to meetings that fall outside of the standard work schedule.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Proficient in office technology, including standard office software and specialized District software for project management and data processing.
- Advanced organizational, communication, and project coordination skills.
- Accurate record-keeping and data management capabilities.
- Dealing appropriately with outside requests for information, access to managers of the District, or for materials using sound office etiquette and in accordance with District procedures and data privacy issues.

### **Knowledge**

- Thorough understanding of District policies, operational guidelines, and DPS's organizational structure.
- Strong foundation in grammar, composition, and business correspondence.
- Basic accounting and budgeting principles.
- Understands and provides advice regarding parliamentary procedures.

### **Abilities**

- Effectively manage multiple tasks and priorities within tight deadlines.
- Work both independently and collaboratively in a fast-paced environment.
- Adapt quickly to changing needs, maintain confidentiality, and exercise sound judgment.
- Communicate clearly, both orally and in writing, to a wide range of contacts within and outside the District with tact, diplomacy, courtesy, and in a professional manner that reflects positively on the Superintendent, School Board, and District.

### **Responsibility**

Work under limited supervision and utilize resources from other work units. Continuously impact the organization's services.

### **Work Environment**

Sitting, standing and walking for extended periods of time. Dexterity of hands and fingers to operate assigned equipment and a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Reaching overhead and above shoulders to retrieve files and materials. Bending at the waist, kneeling or crouching to file materials. The employee must occasionally lift and/or move up to 15 pounds. Seeing to read a variety of materials.

### **Experience**

Five years of verifiable work experience encompassing extensively responsible and progressive secretarial experience of a professional nature. Administrative Assistant at a school-site level or District-level preferred.

### **Education**

Targeted, job-related education with coursework in business administration, office management, or a related field.

### **Clearances**

Criminal Justice Fingerprint/Background Clearance.

### **FLSA Status**

Non-Exempt

### **Salary Grade**

Category 1

Dickinson Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.