

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Administrative Assistant, School Board	Job Code: 71011
Job Classification:	14 Other Professional Staff	EEO Line: 44
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 6
Reports to:	Superintendent	Salary Locator: Support Personnel 2

SUMMARY:

Assist the Superintendent by performing specialized office work requiring a high degree of confidentiality, proficiency and accuracy in connection with the preparation and processing of daily tasks as well as clerical support to the Board.

QUALIFICATIONS:

- (1) High School Diploma
- (2) College degree preferred or evidence of training in the field
- (3) Seven (7) years' experience as an administrative assistant or secretary with a commercial firm or five (5) years' experience as an executive secretary in a public school system
- (4) Valid Florida Driver's License and acceptable driving record
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate these competencies:

- (1) Ability to perform highly responsible, organizational administrative duties necessary to support the Superintendent
- (2) Good oral and written communication skills
- (3) Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and the general public
- (4) Ability to schedule time and to handle multiple tasks in stressful situations
- (5) Considerable knowledge of office practices and procedures
- (6) Possess positive people skills.
- (7) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (8) To perform this job successfully, an individual should have knowledge of Federal, State and District Regulations and policies.
- (9) Ability to function as a member of a harmonious, efficient, highly productive team
- (10) Maintain high degree of confidentiality, initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Answer telephone, e-mail and public inquiries in a professional manner, while effectively demonstrating positive oral and written communication skills.
- (2) Serve as personal assistant to the Superintendent by planning, initiating and carrying to completion all assigned duties and job responsibilities.
- (3) Maintain Superintendent's calendar including appointments, travel, deadlines and commitments.
- (4) Receive, maintain notes and/or route telephone calls
- (5) Maintain extensive knowledge of School Board policies and procedures and operation of the District
- (6) Receive and route all mail received for the Superintendent in addition to reviewing and answering correspondence as directed by the Superintendent
- (7) Respond to requests from the public as directed by the Superintendent or Board members.
- (8) Organize and develop materials for Superintendent's use for presentations, conference and workshops.
- (9) Use discretion in handling situations that require confidentiality.
- (10) Assist the administration with special projects and reports as assigned.
- (11) Assist in training and supervising any District clerical personnel assigned to the Superintendent's office.
- (12) Oversee preparation and disseminate agendas for School Board meetings.
- (13) Attend all School Board meetings and assist the Superintendent as Secretary to the Board in maintaining minutes and other records.

- (14) Assist in budget procedures and examine budget documents to ensure compliance with regulations.
- (15) Communicate with Board members and District and School Administrators concerning Board meetings, official functions, meetings and any other pertinent information.
- (16) Prepare and maintain any documents relating to employee discipline and reporting such to Florida Department of Education.
- (17) All other duties as assigned by Superintendent

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVED:

Adopted: June 3, 2014