



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Executive Administrative Assistant to the
Superintendent of Schools
Board of Education Secretary
Office Manager

F.L.S.A. Exempt

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: Twelve month employment with benefits as specified in the Classified Agreement.

QUALIFICATIONS:

- A high school diploma.
- Experience working in a professional office setting.
- Strong computer skills and proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook)
- Operate personal computer, laptop computer, peripheral computer equipment, photocopier, fax machine, and other office equipment with a high degree of skill.
- Use a 10-key calculator and be highly accurate with numbers.
- Highly motivated with strong organizational skills; able to coordinate multiple tasks at one time.
- Self-starter and able to work independently.
- Strong telephone and interpersonal communication skills.
- Ability to lift 40 lbs. to shoulder height occasionally.

PERFORMANCE RESPONSIBILITIES:

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL JOB FUNCTIONS:

- Supports the Office of Superintendent
- Serves as Board Clerk and provides administrative support to Board meetings and proceedings.

- Composes confidential and general correspondence, reports, memorandums, forms and statistical data, either of action independently, or as assigned.
- Performs budgeting, requisitioning, and bookkeeping tasks as needed following established district rules and regulations.
- Attend meeting such as Cabinet, Policy Committee, Administrator meetings and prepare minutes of those meetings.
- Responsible for overseeing documentation is included in Electronic SchoolBoard or other paperless meetings.
- Coordinates travel arrangements for supervisors, Board Members and/or other staff.
- Requires the analysis of facts and circumstances to conclude and make recommendations for solving administrative problems within the limits of standard or accepted practices.
- Directs and coordinates the activities of other employees.
- Possesses diverse duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken. Manage policies and ensure these are updated at all buildings.
- Possesses autonomy in performing some administrative functions through to completion.
- Process invoices, track expenses, and produce expense reports. Track all Board expenditures and reimbursements.
- Demonstrates effective human relations and communication skills.
- Regular and consistent attendance is an essential function of this position.
- Complies with all district rules, regulations, and policies.
- Register voters and notary public
- Oversee the issuance and report all student work permits.

OTHER JOB FUNCTIONS:

- Maintain confidentiality.
- Attend meetings and training as directed.
- Present and communicate in a professional manner.
- Work additional hours or overtime as directed.
- Other duties as assigned by supervisor.