



ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND

CLASS SPECIFICATION

Executive Assistant to the Board

<u>JOB CODE:</u> G41012	<u>PAY GRADE:</u> 12	<u>FLSA STATUS:</u> E
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CLASS SUMMARY

The Executive Assistant to the Board of Directors is responsible for facilitating complex administrative functions and providing highly responsible staff support for the Superintendent and the Board of Directors.

Essential duties include, but are not limited to:

- Record, produce, disseminate, and archive the official record of all Board of Directors meetings and prepare materials and logistics necessary for Board activities.
- Provide high-level administrative support by handling information requests, preparing reports, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.
- Exercise independent judgment and make decisions that have an impact on matters of significance and organizational operations.
- Utilize broad organizational knowledge to accurately apply and interpret agency policies, rules, and regulations.
- Travel across agency sites and meeting locations as necessary to fulfill job responsibilities.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

TRAINING AND EXPERIENCE:

- Five (5) years of executive-level administrative experience, preferably supporting a governing board or senior-level executives, is required.
- An Associate's Degree, two-year technical certificate, or a Bachelor's degree in a related field is highly preferred; an equivalent combination of education and high-level administrative experience will be considered.
- Proficiency with the Microsoft Office Suite (e.g., Excel, Word, PowerPoint) or Google Workspace (e.g., Docs, Sheets, Slides), alongside demonstrated experience navigating State of Arizona operational systems, such as the Arizona Procurement Portal (APP) and the Time and Attendance Management System (e.g., HRIS, AZ360).
- Experience utilizing electronic board document management programs (e.g., BoardDocs, Diligent).
- Proficiency in conference call, video conferencing, and virtual meeting management.
- Proficiency in the structure and content of the English language, including advanced rules of composition, grammar, spelling, and professional writing mechanics.
- American Sign Language (ASL) skills preferred.

LICENSING/CERTIFICATION REQUIREMENTS:

- Must be able to pass FBI and State background check or valid IVP Fingerprint Clearance Card as position requires by policy or Statute
- Defensive Driver Training Program to be completed by all agency personnel that drive on State business.

KNOWLEDGE OF:

- Policies, procedures, and programs of the immediate work unit
- Principles and practices of administration and management
- Agency or program rules, regulations, and operating procedures
- Administrative and clerical procedures and systems such as word processing, file and records management, transcription, and the design of professional forms and office workflows.
- Principles and processes for providing high-quality personal and customer service, including stakeholder needs assessment, service quality control, and satisfaction evaluation.
- Pertinent federal, state, and local laws, codes, rules, regulations, and statutes governing public entities, state education, and board administration.

DEMONSTRATED SKILL/ABILITY TO:

- Active Listening - Giving full attention to what people are saying, taking time to understand the points being made, asking questions when appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking - Talking to others to convey information effectively.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Time Management - Managing one's own time and the time of others.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

<p><u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities, the estimated percentages and frequency; specific to position assignments and will vary depending upon the needs of the department.</p>	<p><u>PERCENT OF TIME</u></p>	<p><u>FREQUENCY</u> Daily/Monthly/ As Required</p>
<p>Responsible for the timely preparation, compilation, and legal publication of all Governing Board meeting notices, agendas, and supporting materials, ensuring compliance with state public meeting laws.</p>	<p>20</p>	<p>Monthly</p>
<p>Coordinates and manages all logistical arrangements for board sessions, including room logistics, remote teleconferencing infrastructure, and accessibility requirements such as assigning interpreters and coordinating accommodations.</p>	<p>20</p>	<p>Monthly</p>
<p>Attend all Governing Board meetings to capture official proceedings; accurately compile, transcribe, legally post, and archive meeting minutes within mandated state timelines.</p>	<p>10</p>	<p>Daily</p>
<p>Answer, screen, and direct calls to appropriate parties or take messages. Receive, sort, and prioritize incoming physical and electronic correspondence. Read and analyze incoming memos, submissions, and reports to determine their significance and decide their distribution.</p>	<p>10</p>	<p>Daily</p>
<p>Manage and maintain board and Superintendent's schedules. Maintain and coordinate the Superintendent's calendar.</p>	<p>10</p>	<p>Daily</p>
<p>Proactively monitor, manage, and triage the Superintendent's email inbox to track action items, flag urgent deadlines, and ensure all internal and external inquiries receive a timely response. Including preparing responses to correspondence containing routine inquiries or confirming meeting requests.</p>	<p>5</p>	<p>Daily</p>
<p>Perform general office duties, such as ordering supplies, and performing executive-level bookkeeping, budget tracking, and expense reconciliation. File and retrieve</p>	<p>5</p>	<p>As Required</p>

organization documents, records, and reports.		
Produce complex reports, executive memos, official board letters, and financial summaries utilizing the Google Workspace or Microsoft Office suites. Serve as the designated proxy in the state procurement system, exercising sound independent judgment or executing directives as authorized by the Superintendent.	5	As Required
Make travel arrangements for board members and other executives as needed; prepare and assure proper completion of travel reimbursement forms.	5	As Required
Performs other duties as assigned.	10	As Needed
Must Total 100%	100%	

