

## **JOB DESCRIPTION**

### **Niles Township High School District 219**

## **Confidential Executive Assistant and Project Supervisor to CTO**

### **Purpose Statement**

The job of Confidential Executive Assistant and Project Supervisor (District) is done for the purpose/s of performing diversified duties in support of the administrator; conveying information regarding district functions and procedures; coordinating assigned projects and site activities; and ensuring the efficient operation of support functions.

This job reports to the Chief Technology Officer (CTO).

### **Essential Functions**

- Collects data and submits required reports to supervisor and other parties (e.g. ISBE, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates office workflow, prioritizing and completing tasks in a timely manner for the purpose of following district policy and practices. This includes monitoring the department and project calendars.
- Maintains confidential information regarding union negotiations for the purpose of following district policy and guidelines. ]
- Assist the CTO with other duties related to collective bargaining.
- Maintains databases for the purpose of providing reference, conveying information, and complying with established financial, legal and/or administrative requirements including but not limited to RFIs, submittals, invoices, change orders, punch-lists, external vendor coordination, and all construction-related documentation.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees assigned program and/or departmental responsibilities for the purpose of achieving organizational objectives, and ensuring compliance with legal, and financial requirements.
- Participates in meetings, as assigned, for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities. This includes preparing presentation materials.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit pertaining to District 219.
- Prepares a wide variety of documents and written or electronic materials for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and/or providing supporting materials.
- Researches a variety of topics for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Responds to issues and inquiries from administration regarding implementation and evaluation of programs for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Schedules appointments, meetings, and events for the purpose of making necessary arrangements for assigned administrator.

- Supervises special project support staff (600 hr) as needed for the purpose of maintaining an effective workflow.
- Use project management tools to track and monitor project plans and alert of changes.
- Ensures the planning and coordination of team events, meetings, and employee team-building activities.
- Effectively and accurately communicate project information to team members and stakeholders
- Develop and maintain all project logs and tracking tools including but not limited to flow charts, checklists, and templates.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; developing and administering budgets; developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: K-12 educational system; organizational and time management; concepts of conflict resolution; pertinent codes, policies, regulations and/or laws; current and developing technology; knowledge of board policy, district, state and federal regulations/laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally

the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience with increasing levels of responsibility is required.

**Education**

Community college and/or vocational school degree with study in job-related area.

**Equivalency**

College degree preferred.

**Required Testing**

Job Fit Test  
Technology Test  
Grammar Test

**Certificates**

**Continuing Educ./Training**

Ongoing as needed

**Clearances**

Fingerprint/Background Clearance  
Physical examination

**FLSA Status**  
**Range**

Non Exempt

**Approval Date**

03/20/2020

**Salary**

Confidential