



Greensville County Public Schools

1300 Greensville County Circle • Emporia, VA 23847

Phone: (434) 634-3748 • Fax: (434) 634-3495

Job Description

Job Title: Administrative Assistant to the Superintendent
Department: Administrative
Reports To: Superintendent
FLSA Status: Exempt
Pay Scale: Administrative Assistant - 12 Month Position
Starting Salary: \$45,352 - Salary commensurate with experience

General Description

Performs highly responsible, confidential, and complex administrative and executive support functions. The position is responsible for maximizing the Superintendent's time and effectiveness by managing the daily operations of the Superintendent's Office, coordinating executive-level administrative activities, and serving as a key point of contact with the School Board, elected and appointed officials, legislative representatives, city and county officials, community leaders, employees, and members of the public.

The position requires comprehensive knowledge of the organization, operations, policies, procedures, and regulations governing the school division, as well as the ability to exercise independent judgment and discretion when handling sensitive, confidential, and potentially controversial matters. Work involves frequent interaction with individuals at all levels of the organization and with external stakeholders and requires exceptional tact, diplomacy, professionalism, organization, and communication skills.

The employee works independently within established policies and procedures, anticipates the Superintendent's administrative needs, manages competing priorities and deadlines, and ensures that matters requiring the Superintendent's attention are appropriately researched, coordinated, tracked, and resolved.

Essential Duties and Responsibilities

The following duties are representative of the position. Additional responsibilities may be assigned.

- Manages and coordinates the day-to-day administrative operations of the Superintendent's Office; plans, prioritizes, assigns, and monitors clerical and administrative work to ensure timely and effective completion.
- Develops, maintains, and improves office procedures, administrative processes, tracking systems, and organizational practices to promote efficiency and effective service.
- Maintains the Superintendent's calendar; schedules appointments, meetings, conferences, and other engagements, including certain commitments without prior clearance, and ensures appropriate coordination of schedules and participants.
- Anticipates upcoming deadlines, meetings, events, and required actions; keeps the Superintendent informed of pending matters and provides appropriate background materials, documentation, and reminders.
- Screens telephone calls, correspondence, electronic communications, and visitors; determines the appropriate level of response and refers matters to the appropriate office or administrator when necessary.
- Personally responds to a broad range of inquiries and requests, including matters requiring research, interpretation of policies or procedures, coordination with other offices, or knowledge of school division operations.
- Serves as a professional liaison between the Superintendent's Office and School Board members, senior administrators, employees, elected officials, government agencies, community organizations, and other stakeholders.
- Handles sensitive and confidential information with discretion and maintains appropriate confidentiality regarding personnel, student, legal, operational, and administrative matters.
- Reviews incoming correspondence and communications for the Superintendent; identifies matters requiring action, prepares or obtains relevant background information, attaches supporting documentation, and brings significant issues to the Superintendent's attention.
- Reviews outgoing correspondence requiring the Superintendent's signature for accuracy, completeness, format, grammar, spelling, punctuation, and consistency with established standards.
- Drafts, edits, and prepares correspondence, reports, memoranda, newsletters, announcements, presentations, forms, and other communications on behalf of the Superintendent's Office.
- Prepares routine responses and correspondence for the Superintendent's signature and, when authorized, signs the Superintendent's name to routine correspondence in accordance with established procedures.
- Coordinates and prepares materials for School Board meetings, including formal and informal dockets, agendas, information packets, reports, correspondence, and supporting documentation.

- Collects, organizes, and verifies information required for School Board materials and ensures that relevant details, administrative perspectives, and requested information are accurately reflected.
- Tracks and coordinates follow-up activities associated with School Board decisions, requests, directives, and administrative action items; communicates with responsible staff and monitors progress through completion.
- Prepares meeting materials, records and transcribes minutes, and maintains appropriate records of meetings, decisions, assignments, and follow-up actions.
- Coordinates travel arrangements and itineraries for the Superintendent, including transportation, lodging, registration, meeting schedules, and related logistical requirements.
- Coordinates meetings and conferences on behalf of the Superintendent, including scheduling, facilities, technology, materials, participants, agendas, and other logistical arrangements.
- Makes announcements and coordinates communications related to school closings, delays, emergencies, and other school division-wide matters, as directed.
- Compiles information and prepares responses to questionnaires, surveys, reports, data requests, staff-development materials, and other requests for information.
- Maintains control and tracking systems for incoming correspondence, action items, assignments, and administrative documents; follows up with responsible personnel to ensure timely responses and completion.
- Establishes and maintains organized electronic and physical filing systems in accordance with standard filing practices and applicable local, state, and federal requirements.
- Maintains logs and records of staff assignments, administrative actions, deadlines, correspondence, and other matters requiring follow-up.
- Collects, tabulates, verifies, and prepares financial and statistical information and reports.
- Assists with the development of the annual budget for the Superintendent's Office by gathering and compiling financial information and preparing budget requests and supporting documentation.
- Uses computer systems and applicable software to prepare documents, maintain databases and records, process spreadsheets, perform data entry, compile statistical information, and produce reports.
- May provide direction, coordination, and oversight to clerical or administrative support staff assigned to the Superintendent's Office.
- Performs other related duties and special projects as assigned by the Superintendent or designee.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of executive administrative support principles, practices, procedures, terminology, and office management techniques.
- Comprehensive knowledge of the organization, structure, functions, policies, procedures, and operations of a public school division.
- Thorough knowledge of the roles and responsibilities of the Superintendent, School Board, senior administrative staff, and other key school division personnel.
- Working knowledge of applicable local, state, and federal laws, regulations, policies, and requirements affecting school division operations, with the ability to apply such knowledge appropriately within the scope of the position.
- Ability to independently organize, prioritize, coordinate, and manage multiple administrative activities, projects, deadlines, and competing demands.
- Ability to anticipate administrative needs, identify issues requiring attention, and exercise sound judgment regarding the appropriate course of action or referral.
- Ability to handle confidential, sensitive, and controversial information with a high degree of discretion and professionalism.
- Ability to establish and maintain effective working relationships with School Board members, elected and appointed officials, senior administrators, employees, community representatives, and the general public.
- Exceptional interpersonal, customer service, and diplomatic skills, including the ability to interact tactfully and professionally with individuals in challenging or sensitive situations.
- Excellent oral and written communication skills, including the ability to compose, edit, proofread, and present information clearly and accurately.
- Ability to research, analyze, organize, and summarize information from multiple sources.
- Ability to interpret and follow complex oral and written instructions, policies, procedures, and administrative directives.
- Ability to maintain accuracy and attention to detail while working under pressure and managing frequent interruptions and changing priorities.
- Ability to meet stringent deadlines and effectively manage time in a fast-paced executive office environment.
- Ability to perform mathematical computations accurately and efficiently and to compile and interpret basic financial and statistical information.
- Proficiency in the use of computers and modern office technology, including word processing, spreadsheets, databases, electronic calendaring, email, document management systems, and related software.
- Ability to maintain accurate electronic and physical records and filing systems.
- Ability to work independently while exercising appropriate judgment regarding matters requiring referral to the Superintendent or other administrator.

Education, Training, and Experience Requirement

- Associate degree or college-level coursework in business administration, office administration, public administration, executive assisting, or a related field is preferred.
- Extensive progressively responsible administrative or executive secretarial experience, including experience supporting senior-level administrators or executives. Experience at the Administrative Secretary level or equivalent is preferred.
- Experience working in a public-sector, educational, governmental, or similarly complex organizational environment is preferred.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Physical Requirements

Work requires the ability to perform routine physical activities associated with an office and school environment, including sitting, standing, walking, speaking, hearing, operating office and communication equipment, and occasionally lifting or carrying light materials and supplies.

Evaluation

Performance will be evaluated by the Superintendent in accordance with School Board policies and administrative regulations governing administrative personnel evaluations.