POSITION DESCRIPTION

Mingus Union High School

POSITION JOB TITLE: District Office Executive Administrative Assistant/Board Secretary

POSITION CLASSIFICATION: Level H (12 Month Position)

POSITION SUPERVISOR: Superintendent

GENERAL STATEMENT OF POSITION'S PURPOSE: *To demonstrate a caring and understanding relationship with parents, students, staff and the community; to have a positive working relationship with the Superintendent and Governing Board; to maintain a high level of confidentiality; to assure the smooth and efficient operation of the Superintendent's office, Governing Board Meetings and human resource onboarding processes.*

QUALIFICATIONS:

EDUCATION AND/OR TRAINING:

- High school diploma or equivalent

EXPERIENCE:

- Two years' experience in an office environment;
- Experience working with a Board
- Ability to communicate and work well with staff, parents, students and the general public;
- Key organization skills

DEMONSTRATES KNOWLEDGE/PROFICIENCY OF EQUIPMENT, TOOLS, MATERIALS AND SKILLS:

- Knowledge of general office procedures
- Knowledge of filing, and record keeping
- Skills in public relations and confidentiality; customer service oriented and positive disposition
- Skills in verbal and written communication
- Skills in computers and all office equipment
- Ability to remain calm in stressful situations
- Ability to be flexible, organized and manage time effectively

PRINCIPLE DUTIES:

Assistant to Superintendent Duties:

- Receptionist for District Office and respond with tact and courtesy in public or telephone contact situations;
- Maintain up-to-date policies;
- Manage Intergovernmental agreements/Memoranda of understanding and contracts
- Generate correspondence as required; i.e. Donation thank you letters, Intent to Hire Letters, etc.
- Keep apprised of events and activities throughout the District
- Maintain both general and confidential files
- Student Discipline Hearings- create packets for each hearing and deliver within the appropriate timeline, schedule Hearing Officer and Hearings, ensures accurate recording, transcription and distribution of meeting minutes; follow up with appropriate correspondence

- Attend and transcribe minutes for designated committee meetings, arrange room assignments and room preparation
- Track years of service and inventory pins
- Contact person and processing public records request
- Perform other related tasks as assigned

Governing Board Duties:

- Attend all meetings of the Governing Board and ensures accurate recording, transcription and distribution of all meeting minutes
- Obtains, gathers and organizes pertinent information and prepare Governing Board Meeting agendas and packets for distribution to Board Members, administration and media
- Ensure that Board meeting notices and agendas are properly posted as required by District policy and Arizona Revised Statues
- Maintain appointment schedules for Governing Board members related to District business and makes travel arrangements, as required
- Arrange for facilities to be available for meetings, work sessions, etc. for Governing Board
- Keep proper records pertaining to retaining minutes (public and/or executive sessions) and board meeting board packets
- Performs other duties as assigned

Human Resources Duties:

- Manage Frontline Recruiting and Hiring Software
- Participate in cross-training in District payroll processing
- Post open positions and advertise in the newspaper
- Create and maintain job descriptions; keeping them up to date
- Set up interviews, call references if required, and send out denial and intent to hire letters
- Process new hire paperwork, obtain fingerprints, manage fingerprint clearance procedures, I-9's and E-Verify and maintain personnel files
- Enforce policy and ensure compliance with DPS for fingerprinting
- Enforce policy and ensure labor law posters are displayed and up to date
- Complete and distribute employee contracts and agreements
- Create and maintain personnel files, coaching files and volunteer files and ensures compliance with Auditor General's requirements
- Record retention; manage storage of past employee files and other historical documents as required; schedule destruction of files as required
- Performs other duties as assigned

PERFORMANCE EXPECTATIONS:

LEVEL OF ACCOUNTABILITY AND AUTHORITY

- Perform as directed; responsible for own job under direct supervision
- Maintains confidentiality

INTERACTION WITH OTHERS:

- Interact primarily with staff and general public

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TIME MANAGEMENT:

- Must reduce to writing and plan as much as one year in advance

WORKING CONDITIONS:

- Stressful job with many deadlines

PHYSICAL REQUIREMENTS: (Approximate percentage of time)

Physical demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The applicant for this position is required to:

- Sit approximately 70% of the time
- Walk approximately 20% of the time
- Stand approximately 10% of the time
- Kneeling/Stooping several times a day
- Lift on a regular basis 30lbs
- Reaching with Hand and Arms frequently

Work Environment:The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment for this position is the normal for school district main office with noise levels variation from low to mid based on how many visitors/students are in the office at any given time. Physical location if crowded. Incumbent must be able to adjust hours due to many night meetings.

The information contained in this position description is for compliance with the American with Disabilities Act (ADA) and not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member of a successful team
- Dedication to provide the highest level of service
- Adherence to policies and procedures

SUPERVISION BY THE POSITION: None

EVALUATION PROCEDURE: In accordance with provisions specified in governing board policy