



**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
and CLERK FOR THE SUFFOLK CITY SCHOOL BOARD - 1090**

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled clerical and responsible administrative work in the office of the superintendent requiring a qualified typist and stenographer; does related work as required. Work is performed under the general supervision of the superintendent. Limited supervision is exercised over assigned personnel.

Performs highly responsible and confidential work as principal staff assistant for the chair of the School Board and School Board members; acts in the legal capacity of the clerk of the school board; and performs related duties as required or assigned.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Compiles and binds information for Board meetings, public hearings, and work sessions; prepares agenda and minutes of meetings;
- Attends board meetings and takes and transcribes minutes;
- Schedules, attends, and provides essential administrative support for closed session meetings, ensuring confidentiality of materials in compliance with legal requirements;
- Develops and maintains annual calendar of the Superintendent and School Board
- Develops and coordinates agenda for School board meetings and work sessions and ensures that all appropriate topics are scheduled;
- Works to improve the efficiency of the Offices of the Superintendent and School Board to better to better provide services to the School Board members and the public;

- Secures travel arrangements and hotel accommodations for the School Board and the Superintendent; prepares travel reports;
- Prepares and/or drafts correspondence for the School Board and Superintendent;
- Maintain various records, files, logs, calendars, reports, etc. for the School Board and the Superintendent;
- Validates all legal records requiring the signature of the clerk of the board; manages the School Board Office budget; and oversees the administrative activities and operations assigned to the Office of the School Board;
- Certifies official documents as clerk and/or notary public;
- Reviews outgoing correspondence; receives, process and organizes incoming correspondence; disseminates information/correspondence/forms to assigned staff/schools/departments;
- Receives visitors to Superintendent's office; screens telephone calls and provides information or directs to appropriate staff as necessary;
- Provides assistance and direction to school personnel, parents and citizens;
- Orders general supplies for the Office of the Superintendent and members of the School Board; submits purchase requisitions or payment vouchers; troubleshoots problems with office equipment;
- Oversee, assists in hiring process and hires switchboard/receptionist personnel; directs custodial duties for School Administration Office;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of school system functions, organization and policies; comprehensive knowledge of business English and spelling; ability to establish and maintain effective working relationships with others; ability to work under pressure; ability to handle confidential information in proper manner; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make difficult arithmetic calculations; ability to take and transcribe dictation and type accurately and at a reasonable rate of speed; skill in the use of data and word processing equipment; ability to deal with school officials, other employees and the general public courteously and effectively.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive increasingly responsible experience in secretarial work. Can demonstrate knowledge of, or interest in, issues affecting education, knowledge of practices, procedures, and policies of the School Board and its administrative office.