**JOB DESCRIPTION**
**Grossmont Union High School District**

# CLERK TO THE GOVERNING BOARD – EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

## Purpose Statement:

The job of **Clerk to the Governing Board – Executive Assistant to the Superintendent** is done for the purpose/s of providing a wide variety of complex and confidential administrative support to the Superintendent and Board; communicating information on behalf of the Superintendent and the Board to school and District staff, other Districts, public agencies, etc.; ensuring compliance of Superintendent's office activities with financial, legal and administrative requirements; and acting as liaison between the Superintendent, the Board, staff and the public to provide information, address a variety of issues and/or provide general administrative support. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of administrative services which directly supports learning.

This job reports to District Superintendent

## Essential Functions

Attends meetings (e.g. Board meetings, Closed Session meetings, Cabinet Meetings, etc.) for the purpose of recording minutes, conveying and/or receiving information, coordinating materials distribution and/or supporting the needs of the Superintendent, the Board and other attendees.

Audits a variety of programs and processes as assigned for the purpose of ensuring compliance with established policies, procedures and/or Education Codes.

Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of preparing Board agendas and complying with financial, legal and/or administrative requirements.

Composes complex documents (e.g. Superintendent and Board Member correspondence, executive summaries, minutes, newsletters, reports, etc.) for the purpose providing up-to-date reference and audit trail for compliance with District, local, State and federal regulations, and communicating information to school and District personnel, the public, etc.

Coordinates a variety of programs and/or activities (e.g. task assignments, meetings, site in-service day activities, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Maintains documents, files and records (e.g. permanent files, Board policies, agendas, audio/video tapes, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.

Monitors assigned District activities and/or program components (e.g. budget expenditures, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Prepares a wide variety of complex materials in written and electronic formats (e.g. draft and final correspondence, publications, Governing Board reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Presents information on administrative procedures, services, regulations, etc. (e.g. Brown Act requirements, parliamentary procedures, etc.) for the purpose of orienting other personnel and/or disseminating information to appropriate parties.

Processes documents and materials (e.g. Board agenda, Board packets, posting minutes, etc.) for the purpose of disseminating information to appropriate parties.

Researches a variety of information (e.g. current practices, policies, Education Codes, legal issues, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.

Responds to inquiries, including answering the telephone and/or telephone system for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.

Serves as a liaison to committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for District operations.

Supports Board legal counsel for the purpose of ensuring Board compliance with Education Code and Ralph M. Brown Open Meeting Act.

Supports Superintendent and the Board for the purpose of providing assistance with administrative functions and ensuring initiatives are achieved in an effective and efficient manner.

## Other Functions

Assists other personnel for the purpose of ensuring an efficient and effective work environment.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standardized accounting/bookkeeping principles; keyboarding; and office support software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and attending after hours meetings.

## Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly 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 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**
As required for position.

**Certificates & Licenses**
Current Typing Certificate at an acceptable rate of speed.

**Continuing Educ. / Training**
None Specified

**Clearances**
Criminal Justice Fingerprint/Background Clearance
TB Clearance

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| FLSA Status | Approval Date | Salary Grade |
|---|---|---|
| **Non Exempt** | **6/10/2010** | **Confidential 76** |