



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Administrative Assistant to the Superintendent		Date: 03.14.18
Position Level: 19 May be assigned as: 12-month	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

This is a complex and specialized confidential secretarial position that provides administrative support to the Superintendent. Job assignments include a variety of difficult clerical tasks requiring independent judgment and application of knowledge of the school system's organization, operation, programs, and goals. Job responsibilities include providing the Superintendent assistance with operational and administrative details.

KEY RESPONSIBILITIES

To serve as Administrative Assistant to the Superintendent, relieving the Superintendent of details and operational administrative matters.

To serve as a liaison between executive staff and other departments; interfaces with District and school personnel, as well as community and political leaders.

To receive, screen, sort, and distribute the Superintendent's mail.

To assist the Superintendent in planning the agenda for all Board meetings.

To prepare School Board agenda and compile agenda packet.

To prepare Superintendent's recommendations to the Board.

To provide back-up secretarial support to the School Board as required.

To act as back-up recorder at School Board meetings as required.

To prepare records and reports as requested.

To prepare department payroll.

To prepare confidential correspondence regarding collective bargaining proposals for the Superintendent.

To compose routine correspondence independently.

To maintain the Superintendent's information reference filing system.

To assemble and summarize information from files and documents in the office and other available sources for the Superintendent's use as requested.

To keep the Superintendent's calendar, schedule appointments, and advise the Superintendent of appointments.

To maintain files on issues to be brought before the School Board.

To supervise the flow of communication for the Superintendent's office.

To perform related secretarial and clerical work for the Superintendent's office.

To perform other work-related duties as assigned by the Superintendent.

CLASS SPECIFICATION

Position Title: Administrative Assistant to the Superintendent	Job Code:	Position Level: 19
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KEY JOB REQUIREMENTS	
Formal Education:	High School Diploma or equivalent
Work Experience:	A minimum of ten years of responsible experience in complex secretarial work or an equivalent combination of training and experience. Knowledge of school system operations, office practices, procedures, and management as well as grammar, spelling, business English, and mathematics. Skills in typing, dictation, and other general office skills.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
Decision-Making:	Varied: Supervision is present on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate procedures to achieve desired results.
Communications:	Requires regular contacts to discuss issues of moderate importance and responds to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis (e.g., lead worker).
Planning:	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
Job-Related Knowledge and Skills:	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. Required to work with various software applications.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.