



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: Administrative Assistant to the School Board

Position Level: 19

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This is a complex and specialized confidential secretarial position that provides administrative support to the School Board. 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 assisting the members of the School Board with operational and administrative details.

KEY RESPONSIBILITIES

Serve as Administrative Assistant to the School Board, assisting with details and operational administrative matters.

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

Receive, screen, sort, and distribute the mail received by the School Board.

In collaboration with the Board Chair, prepare and maintain calendar of all School Board meetings, workshops, and special meetings and advertise as required by Florida Statute and State Board of Education and School Board rules.

Assist the Board Chair in preparation for the Board meetings.

Determine with the Board Chair the setup for each meeting and prepare the room as required.

Prepare, proof, and index School Board minutes ensuring that the minutes accurately reflect Board action and comply with relevant Florida Statutes and State Board of Education and School Board rules.

Attend all School Board meetings and Expulsion Hearings as recorder.

Process all contracts for signature after Board approval.

Prepare records and reports as requested.

Maintain the filing system in the Board Member office.

Assemble and summarize information from files and documents in the office and other available sources for the School Board's use as requested.

Research various requests for information and respond to public, Board, staff, etc. Provide copies of records upon request.

Maintain the individual calendars of Board Members and provide reminders.

Maintain files on issues to be brought before the School Board.

Supervise the flow of communication for the Board office.

Perform related secretarial and clerical work for the School Board.

Serve as liaison with School Board General Counsel and staff and process all attorney monthly billing statements.

Process all work orders and maintenance projects for Administration Building and departments in complex.

Serve as a Notary Public.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Administrative Assistant to the School Board

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or equivalent
<i>Work Experience:</i>	A minimum of five 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, and other general office skills.
<i>Impact of Actions:</i>	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.
<i>Complexity:</i>	Varies: 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.
<i>Decision Making:</i>	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.
<i>Communications:</i>	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.
<i>Planning:</i>	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.
<i>Job-Related Knowledge and Skills:</i>	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. Must be able to meet the qualifications to become a Florida Notary Public. Application must be made within the first 90-days of employment.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.

HISTORY OF BOARD APPROVAL AND REVISIONS

Board Approved: 06.20.17; rev. 10.10.23

CLASS SPECIFICATION

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.