



Job Title: **District Administrative Assistant**

Department: **Superintendents Office**

Supervisor: **Superintendent of Schools**

Lane Placement: **ESP Lane 12**

Schedule: **8 hrs/242 days** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the District Superintendent and Business Administrator, the District Secretary works directly with the Board of Education. Incumbent takes and transcribes Board meeting minutes. Incumbent receives and transfers to appropriate staff visitors and telephone calls. Incumbent coordinates, organizes and finalizes Canyons District School Board agenda and arranges for printing. Incumbent provides background research (including past minutes) as requested, makes reservations for travel and prepares itineraries for the Superintendent, Business Administrator and Board members. Incumbent coordinates requested special meetings for Superintendent, Business Administrator and members of the Board.

ESSENTIAL FUNCTIONS

- Works directly with the Superintendent, Business Administrator and the Board of Education.
- Receives visitors and telephone calls and routes them to appropriate staff.
- Makes reservations for travel and prepares itineraries for Superintendent, Business Administrator and Board members (e.g. lodging, registration, transportation).
- Reports and monitors Superintendent, Business Administrator and Board payroll and budgets.
- May prepare financial forms, bids and run financial reports.
- Coordinates, organizes and formalizes Canyons School Board agenda. Screens requests for presentations to the Board. Prioritizes and coordinates agenda items Distributes agenda and other information to Board members. Transcribes and posts Board meeting minutes.
- Act as an information resource for the District (e.g. answers questions, provides information to administrators, directors, consultants, coordinators, Board members, school personnel, and the general public).
- Keeps and monitors Superintendent and Business Administrator appointment schedules.
- Responsible for scheduling rooms including Board Room, Superintendent and Business Administrator conference rooms.
- Attend meetings and take notes for Business Group Meetings and Emergency Management Team.
- Screens correspondence and published data for Superintendent, Business Administrator and the Board.
- Acts as a facilitator with the District without formal supervisory responsibility.
- Must attend evening Board meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources.
- Requires one year of formal training in office procedures, use of office machines, computer entry and retrieval, word processing, basic bookkeeping and interpersonal relations.
- Requires four years of previous job related work experience with demonstrated competence.
- Successful and relevant prior District experience is preferred. Requires clear and precise communication in a variety of significant situations (e.g. explaining District policy, Board actions, screening proposals for Board agenda, screening requests for meetings with Superintendent).
- Requires advanced interpersonal skills. Interacts with Board members, organization representatives, legislators, State Office personnel, attorneys, vendors, all District personnel and the general public. Most interaction is unstructured.
- Must have well-developed skills in grammar, spelling, document construction and mathematics.
- Excellent computer skills (e.g. work processing, spreadsheets, databases).
- Must have verified typing skill of 50 wpm.
- Accuracy and confidentiality are critically important.
- Preference for current Utah notary certificate.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

ADA _____

HR _____

Effective date: _____ 6/8/2020 _____