

## **LOCAL DISTRICT CLASSIFICATION PLAN**

**Class Code: 8761**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**

#### **BASIC FUNCTION:**

Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use, and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda; organize and oversee the work of office staff.

#### **REPRESENTATIVE DUTIES:**

Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.

Coordinate preparation of the Board of Education agenda; assure proper content, format, order, and supporting documentation; confer with submitting departments as needed regarding revisions and corrections; incorporate materials into resolution form for presentation to the Board; attend Board meetings.

Oversee and coordinate the preparation of official minutes of Board meetings; maintain official record of the minutes.

Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain subject indexes of Board actions for historical and reference purposes; maintain other records required by policy, regulations, or law.

Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District.

Conduct initial interviews on the phone or in person with students, teachers, and parents; answer questions, refer to appropriate staff member, and schedule appointment with the Superintendent; receive and resolve complaints as appropriate or refer matters to proper personnel.

Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators.

Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.

**Revised: March, 1999**

Organize and coordinate the work of office staff; establish and revise clerical priorities in accordance with schedules and time lines; assure conformance with established procedures and standards of quality.

Remain current concerning issues, situations, and conditions of special interest to the Superintendent and Board members.

Attend and participate in a variety of administrative meetings.

Exercise discretion in disseminating information, explaining policies and procedures, and speaking as directed for the Superintendent in personal and telephone contacts and meetings.

Research records and obtain information from other offices and agencies as necessary to perform assigned duties.

Compose effective correspondence independently; reference policies, rules, and regulations in preparing correspondence; review and edit material prepared by others.

Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures, and gathering background materials; prepare reports involving research as directed for use by the Superintendent.

Consult with District personnel and others concerning specific issues and situations.

Perform a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, dictation equipment, electronic typewriter and recording machines, and equipment as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, and procedures utilized in an administrative office.

District organization, operations, policies, and objectives.

Applicable sections of Kentucky Administrative Regulations and other applicable laws.

Modern office practices, procedures, and equipment.

Telephone techniques and etiquette.

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.

Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use, and interpretation of District policies and procedures.

Attend Board of Education meetings and take minutes.

Prepare minutes for meetings of the Board of Education.

Compile and prepare agendas for management and other meetings.

Read, interpret, explain, and follow rules, regulations, policies, and procedures.

Establish and maintain a variety of complex and confidential files and records.

Organize and oversee the work of office staff.

Compose effective correspondence independently.

Operate a variety of office equipment including computer terminal.

Establish and maintain cooperative and effective working relationships with others.

Type at an acceptable rate of speed.

Take and transcribe dictation at an acceptable rate of speed.

Analyze situations accurately and adopt an effective course of action.

Make arithmetic calculations with speed and accuracy.

Understand and work within scope of authority.

Meet schedules and time lines.

Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of responsible and varied secretarial experience including two years of experience performing secretarial work for an administrative official.