



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR POLICY AND SYSTEMS
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8449
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists the Chief of Staff in efficiently and effectively maximizing and aligning the operational and administrative services in support of students; assists in the development and coordination of activities on the calendar; works to develop and promote a transparent two-way communication strategy; acts as a strategic consultant; acts as a sounding board for ideas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as the representative of the Chief of Staff and District ambassador to external constituencies as directed

Works to solve problems and deal with issues

Ensures information flows to and from the office of the Chief of Staff and ensures alignment of all projects

Oversees special projects and contractors who lead them

Manages the process for the development and dissemination of Board policies and procedures, and works with Chief of Staff to develop systems to monitor implementation

Supports the Chief of Staff in the development, dissemination, implementation and monitoring of systems to ensure compliance with State and Federal laws, Board policies, and to improve performance to achieve District priorities

Represents the school system at local, state and national governmental meetings

Assists in the development, implementation, and dissemination of the District's legislative program and Strategic Plan

Obtains support for the District's educational goals in interagency and community settings

Assists in the development and maintenance of relationships between business, labor, and governmental agencies, highlighting education

Attends and gives testimony at appropriate meetings and hearings

Develops and implements collaborative efforts with professional, civic and community organizations

Establishes and maintains on-going communication with community agencies and organizations to further education

Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts and school-community groups

Ensures planning for key committee and Board meetings to include; tracking, monitoring, and following the progress of projects, action items, strategies that emanate from the Board and its committees; arranges and conducts regular meetings

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Experience in strategic integrated communications

Understanding of systems management

Experience in governmental relations

Experience in community development

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree or equivalent years of experience

Successful experience in area of research methods and strategies

Established skills in planning and managing diverse priorities

Ability to think strategically while balancing complex agendas

Excellent managerial and problem-solving skills

Ability to bring work to completion within deadline

Exceptional interpersonal skills and strong managerial ability; ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels, and departments toward shared objectives

Ability to work cooperatively and strategically in a team environment

Experience in a large organization

Experience in a diverse workplace