JOB TITLE:	ASSISTANT SECRETARY TO THE BOARD
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8648
BARGAINING UNIT:	CLAB

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Prepares printed materials related to Board meetings and maintains official records of all Board meetings; supports all work of the Board and works closely with department heads to ensure the Board has all information it needs in a timely manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Attends and records the minutes for all school Board meetings
- Prepares Board meeting agenda materials for Superintendent's cabinet meeting and Board meetings
- Prepares agenda topics to be considered at each Board meeting for the year
- Prepares rough draft of Board minutes for Superintendent's approval and proofreads final form of Board minutes, prepares index document and document detailing actions and motions on each item acted on by the Board
- Notarizes legal documents and requests for leaves of absence from official minutes
- Word process and maintains electronic database of business transactions at Board meetings and locates daily requests for information from past Board meetings
- Makes necessary preparations for Executive Session meetings
- Prepares correspondence for signature of Superintendent and prepares invoices for per diem for Board members
- Ensures that all technical requirements are available to support Board reports and necessary communication, both public and internal, for all work sessions and Board meetings, both regular and special called meetings
- 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.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- General overall knowledge of school system
- Word processing skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work well with the public
- Five (5) years successful experience working with official records of public boards
- Ability to work independently and with minimum supervision

Experience in a diverse workplace