



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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|----------------------------------|------------------------------------------------------------------|--|
| <b>POSITION TITLE</b>            | <b>Board Specialist/Administrative Assistant</b>                 |  |
| <b>SCHOOL/DEPARTMENT</b>         | Superintendent's Office                                          |  |
| <b>SALARY</b>                    | Salary Grade 71 Plus Supplement                                  |  |
| <b>FLSA STATUS</b>               | Exempt                                                           |  |
| <b>REPORTS TO</b>                | Superintendent                                                   |  |
| <b>SUPERVISES</b>                | None                                                             |  |
| <b>WORK WEEK SCHEDULE</b>        | Monday - Friday; Must be able to work evenings and some weekends |  |
| <b>WORK HOURS</b>                | 40                                                               |  |
| <b>NUMBER OF MONTHS PER YEAR</b> | 12                                                               |  |

**POSITION PURPOSE:**

To fulfill the legal responsibilities assigned to the Secretary of the Board of education and to assist the members of the Board of Education in carrying out their legal duties. Assists the Superintendent, Board of Education Members and District Administrators by performing administrative assistant functions in a discreet and confidential manner as warranted. Assists the Superintendent as needed in all areas under his/her direction and facilitates the efficient and effective operation of that office.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to maintain confidentiality pertaining to discussions, documents, and responsibilities involving interactions with the Board of Education, the Superintendent, and with others for whom information is considered privileged and sensitive
- Ability to read and interpret documents such as safety rules, operating and maintenance

instructions, and procedure manuals

- Ability to organize and manage various different reports and handouts for the Board of Education and distribute them in a timely manner
- Ability to communicate to deadlines to Cabinet Chiefs and departments regarding submission of information to the Board of Education prior to scheduled board meetings
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, parents or employees
- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Associate's Degree with a major in English, communications, public relations, or business administration
- At least three (3) years of secretarial and leadership experience in the business or school environment
- Extensive knowledge and ability in the areas of public relations, writing, communications, office management, organization and business machines
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Bachelor's Degree with a major in English, communications, public relations or business administration
- Possess exemplary language, mathematical and reasoning skills in order to represent the Board of Education and Superintendent in a professional manner

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Take minutes during the Board meetings and prepares them for distribution and publication as appropriate
2. Prepare the Precis and all board materials prior to each meeting of the Board of Education
3. Prepare and type correspondence
4. Maintain files and a library in all areas related to the superintendent's office
5. Maintain a schedule of appointments and makes arrangements for conference and interviews
6. Handle registration and travel arrangements are required by the Superintendent
7. Order supplies, subscriptions, and memberships as required by the Superintendent and the Board
8. Write articles, speeches, notes, letters and memos as required by the Superintendent and the Board
9. Facilitate the goal setting process of the Board and the personal goal setting process of the Superintendent and helps ensure the attainment of those goals
10. Update the policies contained within the Board Policy manual and drafts news policies as

required

11. Advise the Superintendent immediately of the existence of any problems deemed to warrant prompt attention, advice or intervention
12. Attend school and community meetings, workshops and conferences as determined by the Superintendent
13. Keep abreast of outstanding achievements by students and staff requiring recognition by the Superintendent
14. Maintain effective communication with various city, county and state offices to facilitate cooperation regarding mutual concerns
15. Promote effective public relations through telephone and written communications with citizens
16. Perform other related duties as assigned by the Superintendent

| <b>WORKING CONDITIONS</b>                                                                                                                                                                                                                                            |                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PHYSICAL DEMANDS</b>                                                                                                                                                                                                                                              | Work is considered light physical work requiring the exertion of up to 20 pounds of force.                                                                |
| <b>WORK ENVIRONMENT</b>                                                                                                                                                                                                                                              | Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public. |
| <b>ACKNOWLEDGEMENTS</b>                                                                                                                                                                                                                                              |                                                                                                                                                           |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations                                 |                                                                                                                                                           |
| <i>Reviewed by: Employee's Signature</i>                                                                                                                                                                                                                             | <i>Date</i>                                                                                                                                               |
|                                                                                                                                                                                                                                                                      |                                                                                                                                                           |
| <i>Approval by: Supervisor's Signature</i>                                                                                                                                                                                                                           | <i>Date</i>                                                                                                                                               |
| The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. |                                                                                                                                                           |

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*