

## Sweetwater Union High School District

### CLERK OF THE BOARD / EXECUTIVE ASSISTANT TO THE BOARD

#### Purpose Statement

The job of Clerk of the Board / Executive Assistant to the Board is done for the purpose/s of assisting the Board in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel.

#### Essential Functions

- Supports the Board and Superintendent as needed and/or assigned for the purpose of providing assistance with their administrative functions and ensuring district initiatives are achieved in an effective and efficient manner.
- Serves as a liaison to individuals committees and/or organizations (e.g. legal counsel, community organizations, other school districts, etc. ) for the purpose of conveying and/or gathering information required for district operations.
- Coordinates a variety of activities for the Board and Superintendent (e.g. meetings, receptions, luncheons, workshops, grant writing, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in compliance with established guidelines.
- Directs support staff within the office of the Clerk of the Board and when necessary, in the office of the Superintendent, and office of legal services for the purpose of organizing assignments and ensuring optimal utilization of personnel.
- Supports Board legal counsel for the purpose of ensuring board compliance with Education Code and Ralph M. Brown Open Meeting Act.
- Attends meetings, workshops and seminars (e.g. board meetings, Cabinet, Leadership Team, etc.) for the purpose of providing information, recording minutes; coordinating materials distribution and/or supporting the needs of the Board and other attendees.
- Monitors assigned district activities and/or program components (e.g. public relations issues and/or releases, board/district mandated processes, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Responds to calls, concerns and/or complaints from a wide variety of sources (e.g. staff, administration, students, parents, community organizations, law enforcement agencies, other school districts, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Researches a wide variety of topics, district activities, and/or legal updates (e.g. board agenda items, parental complaints, law changes, best practice processes, etc.) for the purpose of providing information and or recommendations for action.
- Produces and maintains a wide variety of manual and computerized documents, files and records, confidential and non-confidential, (e.g. letters, requests, memos, minutes, reports, spreadsheets, etc.) for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state and federal regulations.
- Prepares a wide variety of complex materials in written and electronic formats (e.g. draft and final correspondence, publications, governing board reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Maintains a variety of manual and electronic documents, files and records (e.g. public records requests, legal files, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Compiles data from a wide variety of sources (e.g. agenda items, payroll, budget, program reports, board inquiries, community issues, legal documents, etc.) for the purpose of preparing Board agendas and complying with financial, legal and/or administrative requirements.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: school district operations and philosophy; concepts of grammar and punctuation; business telephone etiquette; Education Code; and Brown Act.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and facilitating communications between the Board of Trustees, district staff and the community; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data. Required to work irregular hours.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Bachelor's degree from an accredited college or university with major course work in business or public administration or related field. Four years experience with increasing levels of professional or supervisory responsibility within a secondary school district.

**Required Testing**

None Specified

**Certificates**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*