

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ADMINISTRATIVE ASSISTANT, BOARD OPERATIONS

DEFINITION

Under the direction of the Manager II, Board Operations/Superintendent's Office, candidate will provide administrative assistance of a highly responsible nature in support of the District, the Board of Trustees, and the Superintendent.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification

1. Assists the Manager II, Board Operations/Superintendent's Office, in all duties including but not limited to: producing a Board Meeting with the necessary legal postings throughout the District and community; managing and updating Board policies; maintaining official files of the Board of Trustees; scheduling and completing Trustee event attendance; and under the direction of Manager II, Board Operations/Superintendent's Office, all other clerical services for the Board of Trustees.
2. Assists the Manager II, Board Operations/Superintendent's Office, in orienting new Board members by providing background information on the District, previous actions of the Board, and current issues before the Board.
3. Coordinates activities related to all scheduled Board meetings and committee meetings. Provides information to District staff and the public regarding Board policies and specific subjects before the Board for action.
4. Acts for the Manager II, Board Operations/Superintendent's Office, by accepting legal service for the Board of Trustees, reporting such service to the Board, and referring matters to the Superintendent, Superintendent's designee or senior staff as appropriate.
5. Interprets Board rules, regulations, adopted policies, and procedures for the public, exercising judgment, tact, and discretion. Informs interested persons of actions of the Board, and resolves problems brought to the Board and Superintendent's Office and resolves administrative details.
6. Oversees the assembly of materials for the Superintendent of the Board and organizes these materials in the agenda order. Consults with division heads and other staff members regarding the status of various items of Board business, scheduling of meetings, and correspondence.
7. Compiles and organizes information requested by the Board Members and performs research as required. Types letters, memoranda, speeches, and other materials. Oversees the screening of mail, and the composition, organization, and editing of letters, memoranda, reports, and other materials originating in the office of the Superintendent and Board. Maintains confidential records necessary for the operation of the office and prepares files as necessary.
8. Attends official meetings, as required, and transcribes minutes of the meetings for official Board records. Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of: Board of Trustees rules, regulations, policies, procedures, organization, and functions; pertinent provisions of the Open Meeting Laws (Brown Act) and applicable methods and procedures; basic law and rules affecting District operations, organization, and key personnel of the District; principles of office management; applicable software such as Microsoft Windows and Office operating system and related programs; modern office practices, procedures, and web resources of information within the District and in the community; parliamentary procedures; punctuation, spelling, and grammar principles.

Ability to: Interpret rules, regulations, policies, and procedures; obtain and impart information courteously and accurately; exercise initiative and judgment and make sound decisions; observe the confidentiality of the work of the Board of Trustees; prioritize, coordinate, and work under pressure; prepare and edit reports and other material; work effectively with District staff and the public; compose correspondence on a wide variety of subjects

Education: High school graduation or equivalent. Two years of college level coursework in business management or public relations preferred. Education can be substituted for experience on a year for year basis.

Experience: Three years of increasingly responsible and varied secretarial and clerical experience. Experience in an educational organization preferred.