

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER II, BOARD OPERATIONS/SUPERINTENDENT'S OFFICE

DEFINITION

Under direction of the Superintendent, the Manager II, Board Operations/Superintendent's Office supports the educational programs of the District by managing the secretarial and clerical operations of the department ensuring accuracy in work and an exceptional level of professional customer service to the community and staff members.

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. Perform specialized clerical/secretarial work involving the analysis of source materials and a thorough knowledge of policies, procedures, and terminology.
2. Manage the office functions, clerical operation and general delegation of work amongst the Superintendent and Communications staff.
3. Lead and support other personnel in the performance of difficult or varied clerical/secretarial work.
4. Attend Superintendent's Cabinet meetings preparing agendas, taking/transcribing minutes, and draft agreements.
5. Assist the Superintendent with preparation and distribution of weekly Board Update and informational packet to the members of the Board of Trustees.
6. Coordinate and communicate with others regarding meetings, appointments, activities or announcements.
7. Provide support to the Capistrano Unified School District Foundation, strategic planning committee and other District stakeholder groups as well as with special projects and District-wide celebrations and events.
8. Prepare agendas and arrange meetings as appropriate; prepare charts, tables, reports, bulletins, correspondence and other materials.
9. Greet and assist visitors.
10. Take and relay telephone messages as appropriate; provide general information to callers as needed.
11. Interpret and communicate District policies, regulations, and operational procedures.
12. Independently compose and process correspondence.
13. Maintain Board Policies and Administrative Regulations on the District website.
14. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
15. Establish, maintain and nurture professional relationships with parents, community members, students, and school related outside agencies.
16. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization; modern office methods and procedures; methods and techniques of filing and record keeping; report preparation techniques; office equipment including computers and supporting software applications; correct English usage, grammar, spelling, and punctuation; effective oral and written communication skills; practices, procedures, techniques, and strategies for determining operational effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques.

Ability to: Manage, lead and direct the functions and activities of the Superintendent's office; perform responsible and involved administrative support involving the use of independent judgment and initiative; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with members of the Board of Trustees, management staff, parents, community members and staff and related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree from an accredited college or university in a related field. Education may be substituted for equivalent years of experience.

Experience: Five years of professional, increasingly responsible secretarial or executive administrative assistant experience including two years of supervisory experience. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.