



## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/ SCHOOL BOARD SECRETARY

### **Purpose Statement**

The purpose of the Executive Assistant was established for the purpose(s) of assisting the Superintendent of Schools in the daily operations of the district by providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of the Superintendent to staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This job reports to the Superintendent of Schools.

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### **Essential Functions**

- Compiles data from a wide variety of diversified sources (e.g. staff, Board members, community organizations, legislature, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and the Board (e.g. board agenda, meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in accordance with district policy and mandated requirements. Attends all Board Meetings and other events as assigned.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, timeclock, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent and the Board of Education (e.g. procedures, policy statements, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees work activities within the front office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of complex written and electronic materials (e.g. correspondence, Board Meeting agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Represents the Office of the Superintendent in his/her absence for the purpose of addressing matters that require immediate attention.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.



# Williamson County Schools

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- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.
- Supports the Superintendent, the Board of Education and other assigned administrators for the purpose of providing assistance with their functions and responsibilities.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; applicable software applications; planning and managing projects; and operating department specific equipment.

KNOWLEDGE is required to perform advanced math functions; read technical information, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and safety practices and procedures.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing a variety of different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; maintaining confidentiality; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing.

**EXPERIENCE:** Experience in a related field is required.

**EDUCATION:** Minimum of a Bachelor's Degree preferred.

**EQUIVALENCY:** None Specified



**REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**

**FLSA STATUS:**  
Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified