



## Columbia County School District Job Description

<b>Position Title:</b> Administrative Assistant II		
<b>Department:</b> Office of the Superintendent	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Superintendent in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Level Q	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Superintendent		

### MINIMUM QUALIFICATIONS

**Education:** Post-secondary education and experience as an executive assistant in a corporate or educational setting required. Proficient in Microsoft Office. Minimum of ten years successful experience in an executive office; supervisory experience preferred.

**Essential Knowledge and Skills:** Ability to work effectively with professional staff; excellent leadership and communication skills; good judgment and interpersonal skills necessary to deal with diverse publics; knowledge of Board of Education policies and procedures; knowledge of state rules and practices.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Serves as the Administrative Assistant to the Superintendent.
- Receives and responds to incoming calls and visitors to the Superintendent’s office.
- Schedules appointments and maintains a calendar of events for the Superintendent.
- Receives and disperses mail addressed to the Superintendent.
- Keeps record of all correspondence with the Superintendent’s office.
- Prepares materials for Board meetings, presentations, workshops, and conferences, as appropriate.
- Coordinates with staff members and departments the collection of essential information necessary to prepare board agendas.
- Prepares and disseminates notices of Board of Education meetings, as required by law.
- Attends Board of Education meetings, and takes the proceedings of those meetings and maintains the book of official Board of Education minutes in accordance with Robert’s Rules of Order.
- Following Board meetings, disseminates to staff members information and documents, as needed.
- Attends all Superintendent staff meetings, records items requiring action, and follows-up with staff.
- Maintains effective communication with staff and school district leaders relative to pertinent matters.
- Promotes effective working relationships between community agencies, organizations, and institutions.
- Coordinates policy revisions and/or deletions regarding the Superintendent’s office as required by State law, State Board rules, and local needs.
- Monitors the Georgia Portal and coordinates the approval of all required reports and surveys in a timely manner.
- Performs all duties and responsibilities required for the effective operation of the Superintendent’s office and leads the Administrative Assistant I in fulfilling these duties.

- Acts as office manager with responsibilities including, but not limited to, communicating with staff all pertinent information relative to the smooth operations and working with the head custodian to ensure building security and cleanliness.
- Operates professionally in a confidential manner with all matters.
- Maintains skills in filing, accounting, record keeping and computer operation.
- Reflects knowledge of English grammar and punctuation.
- Interprets written materials and communicate effectively, both in writing and orally.
- Schedules and coordinates meetings and conferences.
- Obtains a grasp of the policies, procedures, and services provided by the Superintendent's office.
- Keeps the Superintendent informed of all matters pertinent to responsibilities.
- Performs any and all additional duties as required by the Superintendent.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** March 2017