
Position:	Administrative Specialist – Governing Board	FLSA:	Non-exempt
Department/Site:	Superintendent’s Office	Salary Grade:	27
Reports to/Evaluated by:	Chief Communication Officer	Salary Schedule:	Classified

SUMMARY

Performs a variety of technical and complex administrative duties in support of the District’s Governing Board, Superintendent and Communications Office. Coordinates and performs administrative projects within the department such as published materials and events involving the offices. Coordinates work flow and support activities that support preparation for Board proceedings, Board policies and record-keeping related to the Board.

DISTINGUISHING CAREER FEATURES

The Administrative Specialist – Governing Board is a specialized position that is designed to provide support to the District’s Governing Board and Superintendent; and maintain proper reporting and record-keeping related to public meetings and policies of the Governing Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares the agenda for public Board meetings and assembles supporting documents for executive and Board proceedings.
- Prepares, reviews, and edits the meeting agendas, including but not limited to minutes from prior meetings, recollections, transcripts, and action items. Reviews the agenda and documentation package, ensuring completeness and compliance with legal requirements.
- Maintains Governing Board Policies and Administrative Regulations. Under the supervision of the Chief Communication Officer notifies appropriate administrators of needed policy revisions and works to ensure that suggested revisions are submitted to the Governing Board for agenda follow-up. Makes or assigns final revisions; ensures updates are available to employees and community members; and communicates changes and intent to administrators and departments.
- Arranges with other departments to prepare materials in presentation quality.
- Prepares and maintains minutes of official and unofficial proceedings. Attends public meetings and takes minutes. Transcribes minutes, routes for approval, prepares final format and obtains required signatures. Final copies are filed with Fresno County Office of Education and other agencies.
- Makes facility preparations for Board meetings. Orders and sets-up dinner and/or refreshments. Coordinates presentation support (audio-visual and other media), readiness, and use of Boardroom equipment.
- Schedules annual Governing Board visitations with employee groups. Works collaboratively with other Departments in response to issues and/or concerns arising from these visitations.

- Performs technical and complex administrative support involving independent judgment and a working understanding of the functions and procedures of the Superintendent's office, with a basic understanding of functions and procedures of other organization units.
- May respond to inquiries and convey technical and/or other information about programs and services provided by the District. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate resource.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.
- Conducts research of file libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or governing boards.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Serves as custodian of official records and archives of prior Board proceedings.
- Composes correspondence from oral or written instructions on matters not requiring the personal attention of the Superintendent or the Board.
- Receives, handles and stores private and/or sensitive information pertaining to the Superintendent's office or Board matters, assuring confidentiality.
- Orders and maintains supplies for the Boardroom, Superintendent and Communications office.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires a working knowledge of the practices, policies, procedures, and routines of public school administration as it relates to the requirements of policy and advisory board proceedings. Requires working knowledge of the legal requirements and procedures used in retention of public records, including archiving, storage, public access, and destruction. Requires working knowledge of laws and regulations governing Board proceedings and public meetings such as California's Brown Act and the California Public Records Act. Requires an advanced knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, web page editing, and data entry onto custom databases. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relations skill to work cooperatively with diverse teams, work to others inside and outside the department, and exercise patience when dealing with internal and external customers.

Abilities: Requires the ability to sequence, and integrate the processes supporting Board proceedings. Requires the ability to understand, interpret, explain and apply laws, codes, and regulations applicable to public meetings. Requires the ability to organize, interpret, and explain records management, retention and access policies and requirements to officials, managers and the public. Requires the ability to prepare spreadsheets, graphs, and charts. Requires the ability to enter, import, and export data to and from computer

files and databases. Requires the ability to organize and prioritize work in order to meet schedules and timelines. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the District. Requires the ability to maintain productive work relationships with Board members and administrators.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various District locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions. Requires the ability to work evenings and weekends.

Education and Experience: The position typically requires knowledge equivalent to that of a high school diploma plus college-level business coursework and four years of progressive secretarial experience, including two years in the equivalent capacity to an administrative secretary. Additional education may substitute for some experience.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.