



Assist the Superintendent with the details of implementing Board policy, statutory requirements and a variety of other administrative functions; perform research, participate in special projects and prepare information and written communications on behalf of the Superintendent; attend to administrative details on special matters as assigned.

Provide secretarial and administrative support to the Board, Deputy Superintendent and other assigned officials and administrators; coordinate and schedule various appointments, meetings and special events for the Board, Deputy Superintendent and Superintendent; maintain and coordinate appointment and activity schedules and calendars; coordinate travel and conference arrangements.

Attend Board and various other administrative meetings and sessions; oversee and participate in compiling, preparing and distributing notices, packets, agenda items and other documents; take and transcribe minutes; prepare and update records, reports and other documents in response to Board resolutions, actions and directives concerning County Office operations, policies, procedures and administrative regulations.

Receive and distribute correspondence to and from the Board, Deputy Superintendent and other assigned officials and administrators; coordinate and schedule various appointments, meetings and special events for the Board, Deputy Superintendent and Superintendent; maintain and coordinate appointment and activity schedules and calendars; coordinate travel and conference arrangements.

Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining activities as requested; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.  
County Office organization, operations, policies and objectives.  
Policies and objectives of assigned programs and activities.  
Applicable laws, codes, regulations, policies and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping and filing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Telephone techniques and etiquette.  
Methods, procedures and terminology used in clerical accounting work.  
Oral and written communication skills.  
Principles and practices of supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.  
Operation of a computer and assigned software.  
Public relations techniques.

**ABILITY TO:**

Perform a variety of highly responsible and complex administrative and secretarial support services for the Superintendent, Deputy Superintendent, Board and supporting committees and associations.  
Plan, coordinate and organize office activities and coordinate communications, correspondence and information for the Superintendent, Board members and others.  
Train and evaluate the performance of assigned personnel.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Maintain a variety of complex and confidential files and records.  
Assure efficient and timely completion of office and program projects and activities.  
Compile, research, analyze and interpret a variety of data.  
Understand and resolve complex issues, complaints or problems.  
Type or input data at an acceptable rate of speed.  
Take and transcribe dictation at an acceptable rate of speed.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.

