



POSITION DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT Job Class: 3000		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 1053		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: To serve as administrative assistant to the Superintendent of Schools and manage the day-to-day operation of the superintendent's office.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Schedule appointments for the Superintendent of Schools and provide necessary background materials for scheduled meetings/events. This requires high level confidentiality, independent judgment, sensitivity, and good communications with emphasis toward responsiveness to the community.
2. Coordinate travel for the Superintendent of Schools and others as needed and oversee the travel budget for the superintendent's office.
3. Assist parents and other publics who come to the superintendent's office by responding to information about district policies and procedures and following up on inquiries and complaints which are often of a sensitive nature.
4. Interview, hire, supervise, and evaluate the co-op student in the superintendent's office.
5. Writes memos and letters for the superintendent's signature, including letters of regrets to invitations, letters of appreciation, and other general correspondence.
6. Edit and proofread letters prepared by district staff for the superintendent's signature to ensure high level quality and consistency required by the superintendent's office.
7. Prepare and oversee payroll records for the superintendent's/deputy superintendent's office.
8. Answer, screen, and respond to telephone calls from a wide variety of constituents, including parents, district staff, School Board members, citizens, community and business leaders, and governmental officials.
9. Maintain various budget accounts in the superintendent's office.

10. Review the superintendent's incoming mail to ensure timely and appropriate handling and delegate items to department staff as necessary.
11. Assist the superintendent in delegating assignments to the deputy superintendents and department directors and monitor assignments to ensure timely and proper completion.
12. Oversee the day-to-day operation of the office of the superintendent, including delegating and restructuring work to secretarial staff, the upkeep of the superintendent's office files, the processing of invoices for payment, the ordering of supplies, and others to ensure an effective and efficient office operation.
13. Make arrangements through various caterers for food service as needed for events hosted by the superintendent.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.