



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Board Clerk (Chief Board Governance Officer)</i>	Last Revised/Approved: <i>March 2018</i>
Job Code:	Reports To: <i>Milwaukee Board of School Directors</i>
Office: <i>Office of Board Governance</i>	Department:

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Serves as the Board’s clerk, parliamentarian and records custodian for the Milwaukee Board of School Directors, Office of Board Governance. Responsible for planning, organizing and oversight of all Board governance affairs, including constituent issues, internal audit, legislative policy and business functions. Responsible for coordination and communication with nine elected Directors. Keeps the Board and the other chief executive officers apprised of issues relating to policy, staff, governmental relations and any other issues or legal matters that impact the performance or perception of the District.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Advises and assists the Milwaukee Board of School Directors on matters relating to Milwaukee Public Schools rules, policies and procedures.

- Manages the Office of Board Governance and plans, supervises and evaluates activities and staff.
- Coordinates all financial activities (budget, appropriation and expenditures) of the Milwaukee Board of School Directors and the Office of Board Governance. Certifies the district's annual tax levy and annual operating budget.
- Provides assurances that the District, the Board and Office of Board Governance comply with all statutory and Department of Public Instruction requirements.
- Serves as the Board's designee in contract negotiations, development, and review.
- Prepares, maintains, and disseminates documents recording the activities of the Board as required and coordinates the scheduling of all Board activities and meetings.
- Coordinates the legal affairs of the Board by acting as the Board's liaison to the Board's attorney. Ensures district compliance with public records laws, Freedom of Information Act, district legal claims, lawsuits and litigations files.
- Oversees and directs the operational, programmatic and financial audits of the district. Oversees the year-end external district audit.
- Performs fraud and whistleblower investigations and oversees annual compliance requirements.
- Conducts policy research development and analysis, coordinates the district's governmental relations, developing and advocating the legislative agenda.
- Coordinates the preparation, and distribution of documents to the Board, as required. Provides notice of Board activities for public access via appropriate media outlets.
- Coordinates and oversees the District's response to public records requests, as well as Board and Board member correspondences. Conducts research, analysis and review as requested by the Board, individual Board members or the Superintendent.
- Performs the role of clerk at all School Board meetings as required ensures adherence to the agenda and proper parliamentary proceedings are followed. Serves as Board liaison as designated by the Board on various internal and external committees.
- Serves as the Board's liaison to other elected officials, governmental branches, District staff, community partners and the public.
- Serves as the Board's advocate in contracted school matters. Serves as the District's Special Education Ombudsperson.
- Provides excellent customer service and a positive climate of interaction and communication between school staffs, families, and the community.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a Master's degree in Public Policy, Business Administration, Education or a related field.
- A juris doctor or Ph.D. is preferred.
- Driver's License (must have personal transportation available).

Experience Requirements:

- Significant management, administrative or high-level policy-making experience in the public sector; preferably in public education environment and/or experience working closely with a Board of Directors and/or elected officials.
- Experience with federal, state and local laws and regulations relating to public education, contracting, and open meetings is required.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Must be able to work effectively with other branches of school governance (Superintendent, Accountability).
- Demonstrated and meaningful leadership capabilities, including a flexible and collaborative work style.
- Strong knowledge of business and financial management, public accounting, strategic planning, budget analysis and research techniques.

- Thorough knowledge of federal and state laws related to education, open meetings, public records, employment and contracting, as well as District rules, policies, and procedures.
- Demonstrated capacity for strategic decision making and creative problem solving.
- Demonstrated knowledge of and experience in parliamentary procedures.
- Ability to establish rapport and collegial working relationships with a diverse population, to include executives, elected officials and all levels of staff and community, while at all times maintaining confidentiality, objectivity and independence.
- The ability to communicate effectively with Board members, administrators and the public.
- Ability to gather data, compile information and prepare reports.
- Outstanding organizational skills and meticulous attention to detail.
- Must be able to work well under pressure and handle many projects with varying deadlines.
- Computer literacy to include MS Office software, the MPS Portal, Electronic School Board and numerous internal databases is required.
- Ability to plan, organize and direct the operations of a staff of highly skilled professionals with backgrounds and experience in diverse disciplines.

Working Environment:

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

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

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.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.