

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6029
Pay Grade: E05

FLSA: Exempt
PTS

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
REPORTS TO: Superintendent of Schools
SUPERVISES: No Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED. Six (6) years experience in executive secretarial work. Successful completion of PCSB Secretary IV Test (typing-60 wpm. Demonstrated proficiency in computer literacy. Demonstrated knowledge of Microsoft Word, Excel, OUTLOOK, and the TERMS system.
PREFERRED: Minimum of two (2) years Post Secondary Education. Business education courses and management training.
MAJOR FUNCTION
Performs highly responsible complex duties as a confidential assistant in relieving the Superintendent of administrative and operational details of his office. Works independently within the scope of established laws, rules, regulations and procedures, and applies knowledge of departmental organization, programs, and goals of the school system to achieve daily tasks. Direction is received from the Superintendent who confers with the employee on unusual or complex administrative and technical problems.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Manages the operations of the Superintendent's office• Serves as liaison between the Superintendent and staff, departments, School Board, and public community, business and governmental entities• Receives, screens, sorts, distributes, and acknowledges correspondence• Receives and screens calls and answers inquiries• Handles incoming correspondence, both personal and confidential• Initiates and composes correspondence of a routine and/or complex nature and handles non-routine matters, as required• Makes decisions based on established procedures and practices and handles administrative details independently• Makes all arrangements for School Board meetings, including preparation of Agenda and compilation of pertinent material for distribution to Board members, staff, and media• Coordinates meetings, conferences, speaking engagements, and appointments for the Superintendent• Attends Board and Executive meetings, as assigned, to gain knowledge of issues, projects, and plans of the Superintendent and to follow through on all requests recommended and approved by the Superintendent• Prepares records, reports, and department budget requests• Applies knowledge of School Board and system operations and functions as related to informational requests

ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

ESSENTIAL RESPONSIBILITIES

- Reports regularly to the superintendent any developments or issues within the school system which may require the Superintendent's awareness or action
- Establishes and maintains effective relationships with the public, media, and officials
- Maintains and balances budget for the Superintendent's office
- Utilizes advanced technology devices and applications in maintaining the Office of the Superintendent
- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and/or preparing information
- Prepares, maintains, and reviews records and reports for accuracy and completeness
- Maintains thorough knowledge of school district policies and procedures
- Maintains complex confidential files and records of office correspondence, documents, reports and other material, to include personnel records, for the Superintendent
- Prepares Electronic Board Book
- Performs related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/78; REVISED: 6/79 SSN; REVISED: 3/82; REVISED: 9/86 RW; BOARD APPROVED: 9/24/86; FORMAT REVISED: 3/88; REVISED: (TITLE) 8/90; BOARD APPROVED: 8/22/90; REVISED: 6/91 BMP (D&R ONLY); REVISED: (TITLE) 4/02, REVISED (D & R/MQ's): 10/02 PBL; BOARD APPROVED: 11/12/02; REVISED FORMAT, TITLE, QUALS, ER, ADA 3/13, LM; BOARD APPROVED: 4/23/13

ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Administrative Secretary to the Superintendent – PTS