



# ADMINISTRATIVE ASSISTANT - DEPUTY SUPERINTENDENT

## SUMMARY/SCOPE/GOAL

Perform a variety of complex secretarial/administrative duties in support of the Deputy Superintendent. These duties will require considerable knowledge of other departments or subjects of a technical or highly professional and confidential nature.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High school diploma or equivalent required.
- Progressively complex experience in a secretarial or administrative position be attaining either:
  - Minimum of five (5) years of progressively complex experience in a secretarial/administrative position with a preference for completion of a vocational secretarial program or attainment of the designated Certified Administrative Professional (CAP).
  - OR**
  - Minimum three (3) years of progressively responsible experience accompanied with an Associate degree in Business Management or Associate of Science or Arts degree with emphasis in secretarial/administrative coursework.
- Type at 45 correct words per minute.
- Proficiency in word processing and data entry applications as well as general office technology as related to specific job functions; in-depth knowledge of MS Office Suite.

#### PREFERRED/DESIRED:

- Associates Degree in Office Technology or Associates of Science or Arts Degree with emphasis in secretarial/administrative course work or completion of a vocational secretarial program or attainment of the designation of Certified Administrative Professional (CAP).

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida State License

#### PREFERRED/DESIRED:

- Notary Public State of Florida at Large.
- Dictation and transcription experience.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Act as administrative assistant to the Deputy Superintendent; arrange appointments, take calls, answer inquiries, and compose correspondence.
2. Interpret administrative policies and decisions and act accordingly.
3. Coordinate and maintain calendar of meetings, conferences, and appointments for the Deputy Superintendent; process all materials for meeting; make travel arrangements and prepare travel expense reports.
4. Prepare payroll reports of administrative personnel.

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5. Prepare records and reports; compose correspondence; maintain correspondence records and files.
6. Prepare department budget and input requisitions for department, and maintain accounting, bookkeeping, property control and payroll records.
7. Supervise the flow of communications for the office; take telephone calls and answer inquiries; open; sort and disseminate mail.
8. Schedule appointments and facilities use, maintain appointment calendar; advise Deputy Superintendent of meeting/appointment schedule on a daily basis.
9. Receive and screen callers in a professional, polite, and tactful manner; give assistance on the operations of the office to persons seeking assistance; have the knowledge to refer callers to other employees, officials or departments when warranted.
10. Maintains contact with community and government officials and offices.
11. Retrieve, process, and distribute electronic mail from both state and District levels.
12. Take minutes of conferences, meetings, or other official functions.
13. Ensure that office equipment is working properly; make necessary calls for repairs.
14. Professionally prepare agendas for meetings, School Board preparation, items and other documents as requires by the supervisor.
15. Complete database entries to include, but not limited to correspondence, work orders, and management systems.
16. Serve as the department/division level employee insurance processing agent.
17. Be knowledgeable of School Board meeting procedures and records.
18. Maintain records on activities related to Professional Practices Services and Career Opportunity Program.
19. Process recruitment activities and response letters for administrative positions.
20. Possess and maintain records for security activities.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Extensive knowledge of the operation and programs of the school system; considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Requires advanced computer skills including charges, spreadsheets, complex work processing and forms. Ability to exercise independent judgement. Ability to make decisions in accordance with federal, state, and local rules, regulations and statutes and Board policy and apply these to work problems. Ability to deal effectively and courteously with members of the community and school system. Ability to use independent judgement in the performance of duties assigned. Must be able to manage multiple tasks efficiently and effectively in stressful situations. Extensive oral and written communication skills necessary. Discretion is mandatory. Ability to be a self-starter and a self-motivated individual.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in

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active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

#### TRAVEL:

Travel between sites rarely. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	Human Resources	<b>DEPARTMENT:</b>	Human Resources
<b>TITLE CODE:</b>	L3539	<b>CONTENT BY:</b>	Human Resources
<b>GRADE:</b>	14	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Non-Exempt)	<b>LABOR RELATIONS:</b>	Director – Professional Standards & Labor Relations
<b>LAST BOARD APVD:</b>	2/27/2024	<b>CLASSIFICATION:</b>	Assistant Superintendent – Human Resources
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	7/5/01	Developed	
2.0	7/2005	Revised	
3.0	8/22/06	Revised: Grade Changed	
3.1	7/1/20	Revised: New Format	Human Resources
3.2	10/13/2021	Updated title, requirements, and functions to current technology standards.	Ellie Kelly – Human Resources
4.0	2/22/2022	Board approved updates	Board
4.1	2/27/2024	Increase grade due to compression cause by the 1010 salary table increase	Mr. Dufraim – Assistant Superintendent Human Resources
4.2	2/27/2024	Board Approved	Board

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*