



ADMINISTRATIVE ASSISTANT – SCHOOL BOARD

SUMMARY/SCOPE/GOAL

Perform those specialized and responsible secretarial and clerical work functions assigned by the superintendent and School Board which require considerable knowledge of School Board rules and Florida Statutes, and subjects of a highly technical and confidential nature.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent diploma required.
- Minimum five (5) years' experience as a confidential administrative assistance/secretary.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

- Meet the qualifications necessary to become a Notary Public.

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. Serve as Clerk of the Lower Tribunal in all disputes and certification of official records.
2. Serve as secretary to individual School Board members as required: prepare travel vouchers, reports, and type correspondence; make copies as requested; answer telephone calls regarding questions about Board policy, Florida Statutes, information concerning Board Members, etc.
3. Maintain calendar of meetings, workshops, etc. (including Wizard email entries).
4. Attend and take minutes as all Board meetings, workshops, hearings, etc., and serve as recording secretary.
5. Transcribe minutes of all Board meetings for permanent records ensuring that the minutes reflect Board action and comply with relevant Florida Statute and State Board of Education and School Board regulations.
6. Research various request for information and respond to public, Board, staff, etc. Make copies of records (minutes, pages from supplemental minute book, agenda items, narratives, etc.) upon request.
7. Arrange for duplication of Board Meeting tapes upon request.
8. Bookkeeping function as it applies to monies received for copies of narratives, tapes, and miscellaneous copy request from the public under the public records law.
9. Responsible for ensuring Board agenda packets, minute books, and supplemental minute books are microfilmed for permanent record.
10. Index minutes of Board meetings; file material in appropriate files and books.
11. Maintain School Board regulations.

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12. Distribute new School Board Regulations and Revisions to all holders of School Board Rule books.
13. Work closely with superintendent in preparation of Board agenda packet; attend superintendent's staff meeting for briefing on items to be included in packet.
14. Prepare Board agenda for distribution to Board members, superintendent, administrative staff, newspapers, schools, and all personnel including preparation of distribution materials, i.e. labels, envelopes, etc.
15. Arrange for special courier to delivery packets to Board Members.
16. Review all invoices and legal advertisements for accuracy.
17. Make arrangements for proper setup of meeting rooms and installation of equipment, i.e. overhead projector, video, microphone, etc., and arrange for meetings to be recorded.

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:

Ability to work independently, performing highly responsible secretarial/administrative work; knowledge of basic office procedures and the operation of machines and equipment; high level of demonstrated knowledge of business English, spelling, punctuation, and arithmetic; thorough knowledge of modern office practices and procedures; ability to take and transcribe dictation and type at a prescribed rate of speed; advanced computer word processing skills; requires mature judgement and thorough knowledge of Florida Statutes, State Board of Education and School Board regulations; ability to compose effective and accurate written documents; ability to maintain and file records; prepare and assemble composite data; ability to effectively meet and communicate with the public and other employees with great tact, poise, patience, and courtesy.

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 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.

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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:

DIVISION:	Superintendent/Board/Legal	DEPARTMENT:	Superintendent/Board/Legal
TITLE CODE:	L3539	CONTENT BY:	Human Resources
GRADE:	14	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Director Professional Standards and Labor Relations
LAST BOARD APVD:	4/28/15	CLASSIFICATION:	Assistant Superintendent Human Resources Services
Schedule:	8 hrs. - 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	08/08/2000	Date Developed	Human Resources
2.0	4/09/07	Revised	Human Resources
3.0	4/7/15	Revised	Human Resources
3.1	7/1/20	REVISED: New Format	Human Resources
3.2	4/10/2024	Updated to new format	Human Resources

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.