

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title:	Executive Assistant	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 6
Reports to:	Assistant Superintendents, Chief Executive Officer and Executive Directors	Work Year:	12 months
Prepared/Revised Date:	January 2008		261 days

SUMMARY: Assist in coordinating all support activities for the executive level administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support by identifying and prioritizing incoming information and requests, serving as the department's primary contact person for administrators, other departments, staff and community.	D	25%
2. Coordinate and manage calendars, schedule appointments and make travel arrangements as necessary. Plan, organize and schedule meetings. Prepare agendas and materials. Attend meetings as requested to record and produce minutes. Follow-up on action items until satisfactorily completed.	D	25%
3. Answer inquiries, provide assistance and direct to appropriate department or personnel in routine and non-routine matters using appropriate initiative.	D	15%
4. Coordinate the collection of pertinent data in the preparation of various presentations, responses and reports to the Board of Education, Superintendent and executive cabinet administrators. Manage, process and track department programs and projects.	W	15%
5. Draft confidential correspondence based on district policies/procedures or verbal direction and compile and disseminate information for district-wide use. Create or write responses and reports to the Board of Education	W	5%
6. Perform budgetary and accounting functions for department such as monitoring annual budget, purchasing, and transferring budget monies between programs as requested. Develop financial data sheets and analysis reports. (Operations require 40% in this area).	W	5%
7. Anticipate and develop new systems and procedures for creating efficiencies. Oversee department office equipment repairs and supplies as needed.	M	5%
8. Perform other duties as assigned.	M	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma and 2 years of additional education or equivalent training required
- More than five years of experience in general office occupations and computer experience or more than 4 years of experience as an administrative assistant.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Advanced English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Advanced personal computer, keyboarding, and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, take initiative and work independently.
- Ability to manage multiple tasks with frequent interruptions.

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- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Assistant Superintendents, Chief Executive Officer & Executive Directors	102

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

- Responsible for support of the executive administrator in most aspects of their day to day activities. Support the schools and departments. Will often act as office manager with indirect reports.

SAFETY TO SELF AND OTHERS

Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.