

ST HELENS SD 502

Executive Assistant & Board Secretary (2024-110)

JOB POSTING

Job Details

<i>Posting ID</i>	2024-110
<i>Title</i>	Executive Assistant & Board Secretary
<i>Description</i>	JOB SUMMARY

The Executive Assistant independently performs complex highly advanced clerical, project management and administrative work in support of one or more Executive positions at the highest levels within the organization and School Board.

NATURE AND SCOPE OF WORK

The Executive Assistant initiates, responds to and performs high level independent work in support of and coordination with senior executive administrators at the central level in a confidential position. This work includes communication, facilitation, and support of work at the School Board level. The incumbent is a self-starter with impeccable attention to detail, excellent writing skills, good professional judgment, and the ability to handle multiple high-level responsibilities while appropriately prioritizing tasks to meet the needs of the executive supervisor. The work requires understanding of and adherence to policies, procedures, regulations, and protocols.

This position requires wise judgment, professionalism, the ability to think on one's feet and a strong task-oriented approach to work and interfaces with school and District administrative staff, Board of Directors, licensed, classified, and confidential staff, patrons, and students. The work requires expert handling of sensitive materials and a commitment to the highest level of confidentiality and professionalism. This position must maintain absolute integrity of systems and confidentiality of data and information, and the incumbent must exhibit professional decorum, a calm approach to problem-solving, emotional regulation and practical ingenuity. This position may supervise other staff members and will be expected to provide guidance and direction to other office staff as well as District employees, supervisors, and patrons.

The Executive Assistant serves as a solutions-oriented leader within the department, while modeling high standards initiative, teamwork, and collaboration with staff from other departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Serves as the primary liaison to other District departments and schools, including principals, office assistants, school and department staff and the general public. Serves as a key contact during emergency situations. Provides functional support to departmental administrators, including handling phone inquiries, managing the administrative calendar, assisting with reception, receiving, and routing incoming calls, receiving, sorting, and distributing incoming mail, performing written correspondence and responding to questions, concerns and complaints.
3. Serves as an extension of the assigned executive(s) in all interactions with staff and community.
4. Schedules appointments, including maintaining and managing calendars, reserving conference rooms, making travel arrangements, tracking mileage reports, and organizing itineraries.
5. Manages, supports, and executes large events which may include administrator meetings, professional development meetings, board meetings, district events and others.
6. Maintains accurate and timely records, personnel files, and database systems, ensuring accuracy and confidentiality of all district and employee data.

7. Processes forms, notices, tasks, and materials related to department operations such as applicant records, student and/or staff reports, personnel actions, School Board documentation and processes and essential transactions.
8. Oversees planning, execution, and support of necessary executive leadership meetings, as well as content and needs related to District meetings. May provide support to the School Board, related Board or District committees and to supervisors, including preparing agendas and supporting materials, taking, and transcribing minutes, preparing final minutes and reports, and conducting follow up assignments.
9. Facilitates successful committee, Board or negotiation meetings and processes to support assigned executive with preparation, in-meeting support and follow up. Facilitation includes handling confidential documentation, assembling reports and budgetary information, tracking documentation changes, scheduling, agendas, supplies, and meals management.
10. Provides clerical support to the executive supervisor in the areas of recruitment and hiring, staff supervision, staff evaluation, organizational hierarchy, and disciplinary investigations.
11. Orders and prepares departmental materials and supplies, including processing purchase orders and ensuring proper approvals, receipt of products, coding, and records.
12. Oversees and performs accounting duties, including tracking the department budget, monitoring billing and expenditures, balancing accounts, processing expense reimbursements and collecting various building or departmental funds, ensuring proper recording, balancing, and posting of deposits.
13. Coordinates the dissemination of departmental information and communication as appropriate.
14. Prepares, maintains, and disseminates regularly recurring reports and records, including compiling and verifying data from various sources and performing basic mathematical calculations and tabulations in accordance with established procedures.
15. Compiles and organizes departmental data for review.
16. Assists with staff training and development and presents information to employee groups.
17. Acts as a thought and accountability partner for the executive team – ensuring time is focused on the most impactful and highest-leverage priorities, helping maximize leadership potential.
18. Demonstrates high levels of organizational excellence regarding scheduling and project management. Reviews and plans ahead, considering relevant information and priorities, ensuring the executive is prepared for upcoming responsibilities and commitments.
19. Partners with the executive on strategic planning across the organization. Establishes regular updates on progress, ensures executives are briefed on incoming urgent matters.
20. Develops and supports partnerships with cross functional leaders and counterparts.
21. Ensures smooth functioning of executive schedules, including briefing supervisor on anticipated problems or issues and managing time to maximize productivity. Prioritizes multiple tasks and distinguishes between 'urgent' and 'important'. Attends meetings alongside executives as needed, serving as proxy when appropriate to maximize time and oversee critical initiatives.
22. Recognizes patterns and takes initiative to improve processes or behaviors that will positively impact the department and/or organization.
23. Establishes and updates both manual and digitized record-keeping systems, performing periodic audits as needed. Proactively works to streamline processes to become more efficient, paperless, digitized, and modern, resulting in better systems and improved work output.
24. Supervises other staff as assigned. Provides guidance and direction to department or interdepartmental clerical staff as well as other District staff as needed.
25. Maintains effective working relationships with all staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
26. Complies with all procedures outlined in the Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook, other St. Helens School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

ESSENTIAL QUALIFICATIONS

Candidates who do not meet these requirements but have experience that they feel make them qualified for this position are encouraged to apply.

1. Possess a Bachelors' Degree.
2. 4 years of secretarial and administrative support experience, which includes one year of work for a senior level executive utilizing highly developed organizational skills.
3. In lieu of #1 and #2, must possess six years equivalent combination of education and experience necessary to perform the job functions.
4. Must complete ACEA (Advanced Certificate for the Executive Assistant) certification within 6 months of hire for new employees or within 2 years for incumbents in the position as of April 2022. Tuition costs and release time for the training will be provided by the District.
5. Possess comprehensive knowledge of standard software platforms.
6. Possess knowledge of bookkeeping practices and procedures.
7. Capable of operating standard office equipment.
8. Exceptional typing and editing skills.
9. Excellent written and oral communications skills.
10. Demonstrated record of reliable attendance, punctuality, and proven successful performance in past and present.
11. Valid Oregon or Washington driver’s license

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REPORTS TO

Superintendent

SALARY

Confidential salary schedule as approved by the school board.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

The Executive Assistant works primarily within an office environment. The work location may vary throughout the district to support meetings, events, and professional developments. The work environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. In an eight-hour day the employee may:
 - Stand/walk—_____ -1 - 4 hours
 - Sit —_____ -5 - 8 hours
 - Drive —_____ -1 - 2 hours
2. Employee may use hands for repetitive:
 - Single grasping
 - Pushing and pulling

- Fine manipulation
3. Employee may need to occasionally:
- Bend
 - Squat
 - Climb stairs and ladders
 - Lift up to 20 pounds

Work Year: 12-month Contract
Bargaining Unit: Confidential
FLSA Status: Exempt

Just a few facts about some of our benefits:

Paid Holidays: Independence day, Labor day, Veterans' day, Thanksgiving day, Christmas day, New Year's day, Martin Luther King day, President's day, Memorial day, Juneteenth

Vacation: Confidential staff will receive 20 vacation days per year during years 1-5 of employment and 25 vacation days per year thereafter.

Tuition Reimbursement: Confidential staff are pre-approved for up to four (4) hours tuition per year not to exceed the rate charged by Portland State University.

Cell Phone: A stipend of \$40.00 per month may be allowed if approved by the Superintendent.

Life Insurance: The District will provide a term life insurance policy in the amount of \$100,000 for Confidential Staff

Health Insurance: The District agrees to pay the medical, dental, vision and life insurance CAP amounts listed below. The employee will be responsible to pay the remaining through a payroll deduction:

2024-2027
 Educator Only: \$685
 Educator Plus Spouse: \$1,443
 Educator Plus Children: \$1,271
 Educator Plus Family \$2,033

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$85,221.54 to \$93,097.79
<i>Salary Code</i>	Annual	<i>Job Category</i>	Confidential
<i>External Job Application</i>	Confidential	<i>Internal Job Application</i>	District Internal Candidate Application
<i>Location</i>	District Administration	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Degree Requirement		

Job Application Timeframes

<i>Internal Start Date</i>	12/20/2024	<i>General Start Date</i>	12/20/2024
<i>Internal End Date</i>	01/08/2025	<i>General End Date</i>	01/08/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Kristi Ward	1		

Alternate Job Contact

<i>Name</i>	Pete Moshinsky	<i>Title</i>	HR Director
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Location
Email

District Administration
petem@sthelens.k12.or.us

Phone

References

Automatically Send
Reference Check

Yes

Reference Check
Form

Confidential Survey