

CREATE A NEW POSITION, ADMINISTRATIVE ASSISTANT TO SENIOR DIRECTOR

BACKGROUND AND RATIONALE:

In response to the September, 2014 audit by the State Auditor of Public Accounts, the Board created the position Administrative Services, Senior Director. This leadership position oversees the Departments of Financial Services, Budget and Staffing and Human Resources, as well as the Munis Support Group. The many tasks and responsibilities associated with the position require administrative support. The position being established is equivalent to administrative positions for the Senior Directors for Operations and Support and Equity, School Support and Community Engagement. The position is funded as a new position in the 2015-16 Tentative Budget.

PROPOSAL:

Establish the position of Administrative Assistant to the Administrative Services, Senior Director funded by the General Fund in the 2015-16 Tentative Budget. See attached Job Description.

STAFF CONTACT:

Kyna Koch, Administrative Services, Senior Director
Phone 859.351.7760

POLICY REFERENCE:

01.11 (General Powers and Duties of the Board)

RECOMMENDATION:

A motion is in order to:

“Approve the creation of and the job description for an Administrative Assistant to the Administrative Services, Senior Director.”