



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

MEMO

To: Board Members

From: Jesse Bacon, Superintendent

Date: August 28, 2023

Re: Revised Job Description: Administrative Assistant to the Superintendent (7761)

Submitted are revisions to the Secretary to the Superintendent job description #7761, including the title to Administrative Assistant to the Superintendent. The previous description was last updated in 1992. Several of those duties are now obsolete. Advances in technology and systems warranted several revisions. The overall gist of the position remains unchanged.

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POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT (7761)

Responsible To: Superintendent

Contract Terms: 12 months

Qualifications: Certification: High School diploma or G.E.D.

Experience: Five years of responsible and varied secretarial experience with preferred two years of experience performing secretarial work for an administrative official

Basic Functions:

Reporting directly to the Superintendent, the Administrative Assistant to the Superintendent provides highly responsible and complex secretarial and administrative assistant duties in a one-on-one working relationship. The Administrative Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Superintendent. The Administrative Assistant also serves as a liaison to the board of education and senior management teams; organizes and coordinates executive outreach and external relations efforts; oversees special projects; exercises independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use, and interpretation of District policies and procedures; coordinate and oversee the preparation of the Board agenda.

The Administrative Assistant must be creative and enjoy working within an environment that is mission-driven, results-driven, and community-oriented. The successful candidate must provide exceptional customer service to a variety of stakeholders and demonstrate a growth mindset when presented with new ideas, systems, and processes. The ideal individual will have the ability to exercise good judgment in a variety of situations with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Duties:

1. Perform confidential and detailed secretarial work of varied nature for the Superintendent (Google docs, spreadsheets, correspondence, etc.)
2. Types correspondence, reports, memos, etc.
3. Operates office equipment (word processor, copy machine, fax machine, etc.).
4. Maintains filing system.
5. Prepares agenda information for board meetings.

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6. Prepares minutes of board meetings; maintains official record of minutes.
7. Maintains records required by policy, regulations, and law.
8. Provides assistance to the Board as needed including coordination of Board requests and activities.
9. Maintains Superintendent's calendars.
10. Schedules appointments and meetings
11. Receives and distributes incoming mail.
12. Punctual and regular in attendance.
13. Performs related duties as assigned.
14. Communicates directly, and on behalf of the Superintendent, with Board members, district staff, parents, community members, and others, on a variety of district matters.
15. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Superintendent, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
16. Provides a bridge for smooth communication between the Superintendent's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with district staff.
17. Works closely and effectively with the Superintendent to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
18. Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Superintendent, some of which may have organizational impact.
19. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting various communications, personal correspondence, and other tasks that facilitate the Superintendent's ability to effectively lead the district.
20. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
21. Performs other duties as assigned by the Superintendent.

Knowledge of:

- Principles, practices, and procedures utilized in an administrative office.
- District organization, operations, policies, and objectives.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Modern office practices, procedures, software, programs, and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform highly responsible and complex secretarial and administrative assistant duties in support of the Superintendent.

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- Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use, and interpretation of District policies and procedures.
- Read, interpret, explain, and follow rules, regulations, policies, and procedures.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and oversee the work of office staff.
- Compose effective correspondence independently.
- Operate a variety of office equipment including computer programs and software platforms as necessary
- Establish and maintain cooperative and effective working relationships with others.
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Understand and work within the scope of authority.
- Meet schedules and timelines.
- Maintain a strong degree of confidentiality