



Job Title: Executive Administrative Assistant/Deputy Clerk of the Board

Department: Superintendent's Office

Reports To: Superintendent

Grade: CA-16

Number of Days: 12 Months

Security Access: ESC

Current Date: June 16, 2015

Overtime Status: Non Exempt

Job Objective: Provide administrative support to the Superintendent's office and Board of Education by conducting research, preparing District reports, handling information requests, and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and preparing agendas.

Minimum Qualifications:

- **Education:** Associate's degree or equivalent experience. Additional certification/training preferred.
- **Experience:** Five years office/secretarial or administrative experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide administrative/clerical support to the office of the Superintendent.
- Assemble materials for Board of Education meetings.
- Coordinate set up and logistics for Board meetings as required.
- In collaboration with Clerk of the Board, coordinate and schedule various Board Committee meetings
- Arrange Board travel, convention registration, and hotel reservations; and process travel claims.
- Responsible for maintaining Board of Education budget, processing requisitions, and placing orders for Board supplies as required.
- Process monthly invoices to compensate Board members for Board meeting attendance.
- Process order for Board members high school commencement cap and gown requirements.
- Assist Clerk of the Board in producing and maintaining a wide variety of Board of Education documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance with District, local, state and federal regulations.
- Assume duties of the Clerk of the Board when clerk is absent.

- Compile and electronically distribute the Superintendent's Leadership Team packet.
- Ensure the District's organizational chart is updated and maintained.
- Respond to calls, concerns and/or complaints from a wide variety of sources (i.e. staff, administration, students, parents, community organizations, law enforcement agencies, etc.) for the purpose of resolving problems, providing information, and/or referring to the appropriate office for resolutions.
- Other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Thorough knowledge of the functions and organization of the school district.
- Proficient in MS Windows, Word, Excel, PowerPoint, and internet.
- Ability to research and prepare reports.
- Experience with NOVUS and MUNIS systems preferred.
- Excellent communication, organizational and administrative skills required.
- Excellent customer service skills required
- Ability to work under limited supervision using standardized practices and/or methods
- Ability to make decisions and judgments when necessary.
- Ability to work under pressure and meet deadlines
- Required to work flexible hours.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.