

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Executive Assistant to the Superintendent and Board of Trustees

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: Assists the Superintendent and Board of Trustees in all executive assistant responsibilities, requiring a high degree of awareness, tact, creativity, and initiative to carry out the functions of the Superintendent's office; provides responsible clerical and organizational support, and assists with emergency and media communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Serves as primary resource person to the Superintendent and Board of Trustees. Schedules and coordinates activities, maintains calendar and schedule of appointments, organizes materials for meetings and conferences, arranges for accommodations and amenities, and assists with communication and multiple projects.
2. Assists with day-to-day operations of the Superintendent and Board of Trustees, establishes and maintains good rapport with leadership, the school community, general public, and fellow employees.
3. Performs assigned administrative duties including, but not limited to drafting memos and correspondence, compiling data, researching designated topics, completing reports, and following up on administrative assignments.
4. Monitors and coordinates written and verbal communications in the office for the attention of the Superintendent. Prepares agendas and backup material for Superintendent meetings.
5. Uses own initiative to conduct research, compile and analyze data from a variety of sources, and prepare reports of a diversified nature, relating to department matters, as well as district and state reporting.
6. Sets up phone or video conferences for the Superintendent and/or district, as requested by the Superintendent.
7. Prepares and posts Board meeting agendas in accordance with Nevada Open Meeting Law, attends all regular and special board meetings, and prepares minutes and backup materials.
8. Maintains Board history, minutes, agendas, and correspondence files; assures receipt and dissemination of oaths and other legal documents, tracks school board candidates through primary and general elections, and maintains contact with County Clerk on matters related to board elections and reapportionment following Census.
9. Maintains policy and regulation manuals and updates policies and regulations on District website, researches/creates new policies and regulations as needed/requested, and follows through the approval process.
10. Coordinates written and verbal communications for Board members, including incoming and outgoing mail, phone calls, emails, and faxes.
11. Serves as back up person for District ADA and official count requirements, and assists with district/state reporting.
12. Utilizes advanced computer software skills to prepare complex reports, charts, tables, and forms; maintains and provides statistical information, as directed.
13. Reviews materials for administrative approval for typographical/grammatical accuracy, proper formatting, conformance with procedures, internal consistency, and ensures proper approvals are obtained.
14. Frequent contact with public and/or district staff at all levels, which requires that information be obtained and relayed to visitors, based on their needs; refers to appropriate administrative staff, when necessary.
15. Treats sensitive and privileged information with the appropriate confidentiality and maintains confidential files.
16. Assists with Bill Draft Reports during legislative years, as requested by the Superintendent.
17. Works extended hours to provide staff support at all board meetings and to meet deadlines
18. Provides temporary back-up staff support to other positions within the District Office, when requested.
19. Performs other tasks related to area of responsibilities, as requested/assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Working knowledge of Nye County School District Policies, Administrative Regulations, procedures, the school system and its operation, and Nevada Open Meeting Law.
2. Superior typing, dictation, online research, and calendaring skills.
3. Knowledge of general office procedures, business machines, computers, Google Suite, word processing, and various software programs.
4. Demonstration of responsible decision-making and ability to research and organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimal supervision.
5. Possess excellent written and oral communication skills, organizational skills, interpersonal skills, and analytical ability.
6. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
7. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
8. Ability to assist district level administration with privileged information while maintaining the highest degree of confidentiality.
9. Demonstrated ability to cooperate with management, staff, school board members, outside agencies, and the public.
10. Familiar with and understands FERPA, HIPPA, and other confidentiality situations and guidelines in the educational setting.
11. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, conforms to safety standards as prescribed.
13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Five (5) years practical experience in office procedures
3. Associate's or Bachelor's degree preferred

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy
3. Ability to pass NCSD District Level Secretarial Test

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

10/24/23
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____