

Executive Assistant to the Chief Operating Officer (Administrative Secretary IV)

Position Details

Class Code: 0256

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, provides support to the Chief Operating Officer (COO) and the Operational Services Unit (OSU) with day-to-day operations as well as projects that will streamline, automate, and create efficiencies for the team. This position is responsible to initiate/coordinate the clerical and secretarial functions required for the effective implementation of administrative policies of the OSU. This position provides executive-level administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative to direct/complete projects and resolve problems within the OSU and community.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for managing internal operations of the OSU, including scheduling meetings.
2. Plans, organizes, implements and supervises secretarial/clerical work for OSU.

3. Responsible for compiling agenda items and appropriate backup information for submittal to the Office of the Superintendent as well as the Clark County School District Board of Trustees, as requested; responsible for submission of Executive Cabinet meeting agenda and Board of School Trustees request responses, as directed.
4. Reviews, prepares, and submits budget requests for the OSU; provides assistance to staff with understanding discrepancies, shortages, budget requests, etc.
5. Provides leadership, supervision, direction, and daily oversight to the Superintendent's office, regions, and department staff for a smooth flow of information, delivery of services, and to ensure that procedures are implemented.
6. Performs independent research, compiles, analyzes data, prepares, and summarizes information for special projects from a variety of sources, as assigned.
7. Responsible for auditing payroll for accuracy and approving level one (1) requests, as required. Coordinates with proper departments with questions of staff pertaining to payroll and assists in resolving concerns.
8. Provides administrative support by researching questions, obtaining information, coordinating/disseminating information, and following up on the progress/status of projects.
9. Demonstrates authority and ability to resolve issues at the lowest level.
10. Maintains frequent contact with the public and employees at all levels which requires that information be obtained/relayed to visitors on their needs, and refers to appropriate administrative staff when necessary.
11. Interprets rules, regulations, policies, and procedures to employees and the public.
12. Gives explicit/general directions and routes correspondence to the Board of Trustees, administrators, and support professionals.
13. Utilizes advanced computer software skills to prepare correspondence, complex reports, charts, tables and forms; prepares, maintains and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
14. Responsible for the proper coding of purchases on PaymentNet and ensures timely approval of transactions by administrator.
15. Gathers backup documentation and processes travel reimbursements, mileage claims, etc.
16. Assists the OSU administration with community responses as it pertains to requests for information.
17. Responsible for maintaining, monitoring, and tracking of the OSU's projects/assignments, including documents pertaining to the Weapons Search Program (WSP), to ensure completion in a timely manner.

18. Coordinates, maintains, and facilitates the COO's calendar, which consistently changes due to time demands, events, and requirements.
 19. Provides administrative support by researching questions, obtaining information, coordinating, and disseminating information, including following up on the progress/status of projects.
 20. Responsible for maintaining and securing confidential personnel files.
 21. Reviews materials for typographical/grammatical accuracy, format, conformance with procedures and internal consistency as well as ensures proper administrative approvals have been obtained.
 22. Attends meetings, supplies the agenda, and provides minute support (dictation/notes/transcription).
 23. Provides input for the evaluation of assigned support professionals.
 24. Conforms to safety standards, as prescribed.
 25. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Considered as being the top-level in the administrative secretarial series. Responsible for complex secretarial duties, managing confidential information, and providing direction/leadership to other staff within the OSU. Duties are accomplished by working independently, directing other secretarial/clerical staff, and requiring the assistance of administrators to adhere to the directives of the COO to fulfill the goals of the District. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of the District and the COO's role in carrying out their duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations in relation to regions/divisional operations.
2. Knowledge of the requirements of the Open Meeting Law (OML).
3. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
4. Knowledge of District budget and payroll systems.
5. Extensive knowledge of computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
6. Ability to plan, organize, and prioritize work, as well as work independently without immediate supervision.

7. Ability to keep information confidential while maintaining an ethical attitude.
 8. Ability to gain cooperation and conformance without authority.
 9. Ability to possess strong writing skills and perform editorial checking for spelling/punctuation/grammar.
 10. Ability to use discretion and make sound judgments.
 11. Ability to demonstrate leadership skills.
 12. Ability to demonstrate strong communication skills.
 13. Ability to determine procedures for handling unique problems.
 14. Ability to meet predetermined deadlines while being flexible in shifting to new tasks as priorities change.
 15. Ability to promote public relations while dealing tactfully and diplomatically with people.
 16. Ability to concentrate on accuracy of details.
 17. Ability to work flexible hours or shifts.
 18. Ability to exercise judgment as to when to act independently and when to refer situations to administrator.
 19. Ability to work cooperatively with management, staff, outside agencies, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Five (5) years of secretarial/clerical experience with extensive public contacts.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 80 words per minute and/or transcription of recordings at an equivalent rate.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities including schools as well as department offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs. occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers and printers, typewriters, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/07/23
- Created: 06/21/23