

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

Position Details

Class Code: 0258

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 Information Officer (CIO) and the Technology Information System Services (TISS) Division with day-to-day operations and projects that will streamline, automate, and create efficiencies for the team. This position is responsible for initiating and coordinating the clerical and secretarial functions required for the effective implementation of administrative policies of the TISS Division.

This position provides executive-level administrative assistance and management support, requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects and resolving problems within the TISS Division 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 TISS Division, including scheduling meetings.
2. Plans, organizes, implements and supervises secretarial/clerical work for the TISS Division.

3. Responsible for compiling agenda items and appropriate backup information for submittal to the Office of the Superintendent and the Clark County School District Board of Trustees, as requested; responsible for submission of Executive Cabinet meeting agenda and Trustees request responses, as directed.
4. Reviews, prepares, and submits budget requests for the TISS Division; 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 and delivery of services and to ensure that procedures are implemented.
6. Researches, compiles, and analyzes data from a variety of sources.
7. Performs independent research, prepares, and summarizes information for special projects, as assigned.
8. Responsible for auditing payroll for accuracy and approving level one (1) requests, as required; coordinates with proper departments on questions of staff pertaining to payroll and assists in resolving concerns.
9. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
10. Demonstrates authority and ability to resolve issues at the lowest level.
11. Frequent contact with the public and employees at all levels which requires that information be obtained and relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
12. Interprets rules, regulations, policies, and procedures to employees and the public.
13. Gives explicit or general directions and routes correspondence to the Trustees, administrators, and support professionals.
14. Utilizes advanced microcomputer 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.
15. Responsible for the proper coding of purchases on PaymentNet and ensures timely approval of transactions by administrator.
16. Gathers backup documentation and processes travel reimbursements, mileage claims, etc.
17. Maintains frequent contact with the public and CCSD employees at all levels and refers to appropriate administrative staff when necessary.

18. Assists the TISS administration in daily contact with the community to assist in response for information.
 19. Responsible for maintaining, monitoring, and tracking of the TISS Division projects.
 20. Coordinates, maintains, and facilitates the CIO's calendar, which consistently changes due to time demands, events, and requirements.
 21. Responsible for maintaining and securing confidential employee (personnel) files.
 22. Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures and internal consistency and ensures proper approvals have been obtained.
 23. Attends meetings and provides agenda and minute support (dictation/notes/transcription).
 24. Provides input for the evaluation of assigned support professionals.
 25. Conforms to safety standards, as prescribed.
 26. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

This class is distinguished as being the top-level in the administrative secretarial series. The Administrative Secretary IV is responsible for complex secretarial duties, managing confidential information, and providing direction and leadership to other staff within the TISS Division. Work is accomplished by working independently, directing other secretarial/clerical staff, and requiring the assistance of administrators to adhere to the directives of the CIO to fulfill the goals of the CCSD. The scope and complexity of this position are such that it deals with diverse matters, which require an extensive knowledge of the CCSD and the CIO's role in carrying out his/her duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations in relation to regions/divisional operations.
2. Knowledge of the requirements of the Open Meeting Law (OML).
3. Knowledge of CCSD budget and payroll systems.
4. Extensive knowledge of personal computers (PC) and software applications, which includes word-processing, databases, spreadsheets, and presentations.
5. Ability to keep information confidential and maintain an ethical attitude.
6. Ability to gain cooperation and conformance without authority.

7. Ability to possess strong writing skills and perform editorial checking for spelling, punctuation, and grammar.
 8. Ability to plan, organize, prioritize, and work independently without immediate supervision.
 9. Ability to demonstrate leadership skills.
 10. Ability to demonstrate strong communication skills.
 11. Ability to meet predetermined deadlines and flexible in shifting to new tasks when priorities change.
 12. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
 13. Ability to promote public relations and to deal tactfully and diplomatically with people.
 14. Ability to concentrate on accuracy of details.
 15. Ability to work flexible hours or shifts.
 16. Ability to exercise judgment as to when to act independently and when to refer situations to administrator.
 17. Ability to work cooperatively with management, staff, outside agencies, and the public.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. 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 (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

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (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

CCSD facilities and department offices.

Work Environment

Strength

Sedentary/light - exert force to 25 lbs., occasionally/frequently/constantly.

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

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/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

- Created: 10/09/23