

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Code No: 3-18-283
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position in the Office of the Superintendent of Schools - City School District. The employee serves as office Chief of staff on behalf of the Superintendent. The employee directs and maintains the daily administrative operations of the office exercising direct supervision over staff in the Superintendent's office and the Administrative Support Center. The employee acts on behalf of and reports directly to the Superintendent of Schools. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains effective operation of the Superintendent's Office;

Identifies important requests, responding to requests when appropriate, and initiating action when necessary;

Attends meetings on behalf of and as assigned by the Superintendent;

Reviews reports as assigned by the Superintendent;

Prepares recommendations as requested by the Superintendent;

Collects data and other information as assigned by the Superintendent;

Responds to questions and/or situations in the absence of the Superintendent;

Supervises the Superintendent's office staff, and other personnel as assigned by the Superintendent;

Studies and reviews policies and administrative regulations and makes recommendations concerning them to the Superintendent;

Develops draft statements of District policies and procedures;

Maintains the Board Policy Manual;

Accumulates and disseminates information on new developments in education;

Performs other tasks and assumes other responsibilities as the Superintendent assigns.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the organization of the District and its policies and procedures; thorough knowledge of the activities, goals, issues, and concerns of the District; ability to analyze complex reports, assimilate data, research information and make recommendations; ability to communicate effectively both orally and in writing; ability to prepare reports and general correspondence clearly and concisely; ability to work in a political environment and represent the

Superintendent with various constituencies, elected officials and local industry; organizational and administrative ability; analytical ability; supervisory ability; initiative; tact; diplomacy; good judgment; integrity; health commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 6, 1988