



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**MANAGER, BOARD AND SUPERINTENDENT OPERATIONS**

**DEPARTMENT/SITE: OFFICE OF THE  
SUPERINTENDENT**

**SALARY SCHEDULE:** Management (Group 07)  
**LEVEL:** Range 02  
**WORK YEAR:** 12 Months

**REPORTS TO: DISTRICT SUPERINTENDENT**

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective: ...September 8, 2021

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the District Superintendent, serve as the manager of the Superintendent's office; manage the daily operation of the District as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyze requests and provide recommendations for action; communicate information on behalf of the District and the Board of Education to its staff, other Districts, public agencies, etc.; and respond as the District's first line of communication. The incumbent in this classification provides the school community with managerial/operational functions and duties in the Office of the Superintendent which directly support student learning.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other administrative/managerial classes by responsibility for performing a variety of accountable, confidential, complex and detailed functions and duties in support of the District Superintendent, the Board of Education and disseminating information to the public. The Manager, Board and Superintendent Operations is the sole managerial classification in the Office of the Superintendent.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Perform intricate and responsible duties relieving the Superintendent and Board of Education members of administrative details; act as the executive and confidential assistant to the Superintendent.
- Serve as a member of Superintendent's Cabinets and Leadership teams; prepare agenda; takes/transcribes minutes; draft agreements.
- Serve as liaison between the Superintendent's Office and the Board of Education with school sites, departments and the community; facilitate implementation of policies and programs.
- Support, guide and direct District Administrative Assistant support staff with materials produced and/or District communication (e.g., Peer Review, Board Items, Board Updates, customer service, drafting/editing of correspondence, project prioritization, etc.); may supervise the work of clerical assistants.
- Compose written responses on behalf of the Board and Superintendent.

- Organize Superintendent stakeholder meetings (e.g., agendas, communications/notifications, minutes/notes, follow-up documentation, etc.).
- Interpret and disseminate information regarding District policies, regulations and operational procedures.
- Assist that Superintendent with preparation and distribution of weekly Board Update and Informational Packet to the Board of Education.
- Prepare and maintain calendar for the Office of the Superintendent, including all speaking engagements, appointments, conferences and meetings.
- Facilitate the resolution of complaints and/or concerns, and take steps to see that they are addressed.
- Compile and gather data as the Superintendent may require to produce a variety of written materials, including reports, records, schedules, correspondence, memoranda, bulletins and newsletters.
- Establish and maintain confidential and complex files.
- Audit and refine comprehensive media information processes, including but not limited to, acting as primary contact for media requests and inquiries, press releases, publication of documents, web pages, social media outlets, and other materials to enhance the understanding, awareness and support of the District's operations and programs.
- Coordinate clerical work required in the preparation of the Board of Education board meeting and agenda packet; incorporate agenda material for presentation to the Board; attend Board meetings; maintain the official record of Board meeting minutes.
- Take notes of business transactions and transcribe reports of minutes for review and approval.
- Maintain and make revisions to the policy handbooks.
- Authorize information that goes home with students from outside agencies.
- Receive, sort, read, route and respond to mail; order supplies and equipment.
- Perform notarial services for the District.
- Serve as primary contact for media requests and inquiries and support community and news media with information and materials regarding District activities and programs.
- Coordinate and facilitate a variety of District events including ceremonies, recognition events, special presentations and other events as required; create, maintain, and post to District website pages.
- Analyze difficult and sensitive situations and recommend an appropriate course of action.
- Provide the Board regular updates on Professional Learning (PL) and Advisory opportunities.
- Assume responsibility for advising Board Members of information and /or events which require Trustees' attention or which suggest attendance or participation; provide the Board weekly updates on school and community events.
- Serve as a resource to the Superintendent and Board of Education regarding Brown Act and meeting rules of order.
- Create links for the Superintendent and other departments for important community/parent information
- Serve as district representative to meet with parents/community members regarding sensitive issues to ensure a consistent message is disseminated.
- Act as reliable information source regarding the District in the face of emergencies, crises, and other public education or district related issues and generate immediate, effective responses, with the Superintendent's approval.
- Assist media representatives in acquiring background information on board agenda items and assist in the interpretation of Board actions.
- Coordinate California Public Records Act (CPRA) requests.
- Perform other functions, duties and tasks related to this class as assigned.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- Rules, regulations, laws and policies governing District operations; the Brown Act
- Modern office practices, procedures and equipment
- General goals of public education
- Letter and report preparation technique
- Telephone techniques and etiquette
- Principles of supervision, office management and organization
- Office productivity, website, and social media software
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Interpersonal skills, including use of tact, patience and courtesy

**Skills:**

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Establish and maintain a variety of complex and sensitive files and records
- Plan and manage complex and responsible projects
- Prepare and maintain accurate records

**Ability to:**

- Establish and maintain positive working relationships with representatives of local communications media, community, and employee organizations
- Relate well to pupils, parents, staff, media representatives, and school administrators
- Perform work independently and effectively; meet schedules and timelines
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Effectively meet the public in situations requiring tact, poise and understanding; compose written communications independently
- Perform computational tasks with accuracy and speed
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and retain a variety of policies, procedures and technical written material and information
- Maintain confidentiality and positive attitude at all times

**EDUCATION REQUIRED:**

A combination of education, experience, and/or training equivalent to a Bachelor’s Degree in Communications, Business, Public Administration, or related field.

**EXPERIENCE REQUIRED:**

Five (5) years of recent related experience in providing executive level administrative support to a leader of a public or private organization; experience managing functions and operations of a senior management position; possess or have the ability to obtain Notary Public Commission; public school district experience is highly desirable.

**LICENSE(S) REQUIRED:**

- None specified.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Notary Public certification
- Pass the District’s applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score

- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Office environment
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting for extended periods of time
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials
- Intermittent noise
- Frequent interruptions