



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Executive Administrative Assistant to the Superintendent
<i>Payroll/Personnel Type:</i>	12-Month
<i>Reports to:</i>	Superintendent of Schools

Position Summary:

Perform the duties required to provide highly confidential administrative secretarial support and staff assistance to the Superintendent of Schools.

Essential Functions:

- Screen, respond to and satisfactorily process inquiries received from principals, parents, students, administrators, Board members, officials and other district constituents, responding on own initiative or directing to the Superintendent or other district personnel.
- Greet, provide information and assist office visitors, parents, staff, Board members, officials and other district constituents.
- Support budgeting and payroll functions for the Department.
- Maintain Superintendent's calendar, arrange meetings at his/her request and schedule other meetings as needed.
- Gather, assemble and maintain a tickler file of background information needed by the Superintendent.
- Coordinate travel needs for the Superintendent, including securing tickets, hotel reservations, rental cars, charter flights, etc.
- Type or verbally convey confidential information on Board policies, administrative decisions, and other related matters to administrators, Board members, officials and other district constituents as directed by the Superintendent.
- Receive, check, approve and sign requisitions, vouchers, forms, and documents in a timely manner for the Superintendent or under own signature.
- Serve as confidant on sensitive matters relating to parents, staff, Board and district constituents.
- Compose correspondence for own or Superintendent's signature, using knowledge of district policies and procedures.
- Perform related duties or special projects. Input payroll information for Superintendent's office.
- Prepare, maintain and monitor the budget and expenditures for the Superintendent's office.
- Ensure maintenance of the complex, confidential filing system for the Superintendent's office.
- Attend meetings and events; serve on committees or as project manager for various special projects.
- Provide assistance and direction to clerical staff/data technicians in order to complete assignments in a timely and efficient manner.
- Ability to establish and maintain effective working relationships with superiors, associates and the general public and to effectively convey information on departmental programs.
- Requisition supplies and equipment using standard purchasing practices to maintain adequate stock.
- Prepare and enter payroll/time and attendance data through SAP for the Department.
- Performs other duties as assigned.

Experience:

Required:

- Minimum of 4-5 years experience of responsible office/clerical and administrative support experience for management personnel.

Education:

- Bachelor's degree preferred.
- High school education or equivalent plus additional broad specialized training with a focus on office functions, business practices and personal computer use.



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Knowledge, Skills and Abilities:

- Ability to interpret instructions written and oral
- Ability to effectively work and interact with others
- Ability to work independently and handle day-to-day operations in the absence of the administrator
- Ability to use proper business English, spelling and punctuation in written communications.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Sitting, standing, walking, talking, hearing
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.