



Job Title: Coordinator – Board Affairs

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide assistance to the five elected School Board Members in all matters related to the School District.

ESSENTIAL JOB FUNCTIONS

- Coordinates all aspects of the management of District offices of the five elected School Board Members, including greeting and assisting the public/constituents with their inquiries and issues in such a manner that reflects the individual School Board Member's philosophy and/or District policy or procedure, determining appropriate disposition of correspondence and inquiries, requisitioning supplies, and developing the office budget.
- Coordinates special activities, meetings, and appointments and interacts with various state and local government agencies, elected officials, and community leaders on behalf of the School Board.
- Serves as liaison between Superintendent, staff, and School Board Members to effectively keep School Board Members informed of emergency situations, or other issues that require immediate contact with individual School Board Members.
- Performs varied and independent administrative and secretarial functions in assisting the five elected School Board Members in the fulfillment of the duties and responsibilities of their office, including maintaining calendars, scheduling appointments and meetings, making travel arrangements, and responding to inquiries and correspondence, both written and orally.
- Attends meetings of the School Board and at the request of individual School Board Members may attend other meetings and functions on their behalf.
- Works independently, conducts research, gathers and analyzes data, and prepares comprehensive reports upon request of individual members.
- Obtains and analyzes reports and agenda materials to assist School Board Members in preparing for meetings and to otherwise discharge their duties.
- Communicates effectively with staff and the public.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Participates in workshops and training sessions as required.

- Prepares all required reports and maintain all appropriate records.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited college or university. Professional administrative experience can substitute on a year-for-year basis for the required college degree.
- Seven (7) years of experience in all aspects of office management.
- Possesses understanding of county, state, and federal laws pertinent to the efficient and orderly conducting of the business of elected officials for which this position serves.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determines necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to demonstrate experience in coordinating a variety of functions and activities as they relate to the interaction and cooperative working relationship between the five elected School Board Members, Superintendent of Schools, District Staff, Internal Auditor, and General Counsel.
- Requires the ability to display a clear understanding of the five individual School Board Member's philosophy and vision, not only for the individual district they were elected to represent but also the entire School District, in order to effectively communicate with their constituency.
- Requires the ability to display a clear understanding of all District functions and policies and is able to assist with requests and inquiries from the public.
- Requires the ability to communicate effectively as evidenced by clarity and conciseness of oral communications and prepared documents.
- Requires the ability to determine the approach for doing the work using guidelines provided.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to interact with senior managers, citizens, and elected officials on a regular basis.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: