

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Human Resources

TITLE: SPECIAL ASSISTANT TO THE SUPERINTENDENT

QUALIFICATIONS:

1. Bachelor's degree in public relations, communications, business administration or other related area; equivalent combination of education, training and experience may be considered
2. Knowledge of office practices and procedures, preferably specific knowledge of district policies, procedures and operations related to Superintendent's office and Board of Education
3. Experience in secretarial work of responsible nature
4. Knowledge of principles and practices of business and public administration related to business and office systems, procedures and policies
5. Ability to organize, write and prepare reports, letters, surveys and legal documents of professional quality; ability to accurately perform mathematical computations and prepare statistical documentation and graphic presentations; ability to proficiently take and transcribe dictation, notes and minutes
6. Ability to use independent judgment in analyzing situations and making decisions within scope of authority
7. Knowledge of administrative and managerial practices and ability to implement them; ability to train, supervise and evaluate work of others including planning, organizing and prioritizing work
8. Ability to effectively communicate orally and in written form
9. Ability to establish and maintain effective work relationships with those contacted in performance of duties
10. Possession of valid driver's license and personal car for use on district business

REPORTS TO: Superintendent

JOB GOAL: To perform a variety of high level responsible administrative and confidential support services for Superintendent and Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Represents the Superintendent or other executive staff regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
2. Performs complex and responsible administrative duties to ensure successful coordination, processing, and completion of routine administrative operations for Superintendent and Board of Education
3. Directs the planning of, oversees, and coordinates special large projects, planning activities, and goals at the discretion of the Superintendent or designees
4. Participates with the Superintendent and senior management in strategic planning to meet District initiatives, policy and governance development, and problem resolution of complex issues and needs of the District
5. Assists the Superintendent or other executive staff in providing administrative oversight and direction related to District operations, communications, and data

6. Serves as a liaison for the Office of the Superintendent to Board Members, schools, departments, public organizations, and stakeholder groups
7. Provides communication and support to the Superintendent to ensure the District's strategy, objectives, and performance are effectively relayed to external and internal audiences
8. Prepares and contributes to reports, bulletins, briefings, presentations, and responses on operational and strategic issues
9. Acts as a primary crisis manager and troubleshooter for the Office of the Superintendent
10. Presents information regarding district programs in a proactive, complete, and media-sensitive manner
11. Coordinates, directs and monitors special projects, assignments and activities, and guides requirements and resources to meet goals and deadlines
12. Prepares and/or coordinates preparation and distribution of public agendas for Board of Education meetings; organizes and oversees set-up of Board Room and other meeting accommodations
13. Attends and serves as recorder at Board of Education meetings; takes notes and prepares official minutes for appropriate review and distribution; obtains Board member signatures on documents as needed
14. Supervises assigned secretarial/clerical staff; assigns and monitors work, oversees workload and workflow, and evaluates quality and production
15. Receives and transcribes dictation; composes routine correspondence independently; prepares reports, correspondence, minutes, policies, memos, forms, resolutions and other documents from dictation notes, rough drafts or verbal instructions
16. Coordinates variety of district administrative meetings; arranges schedules and facilities; takes notes and prepares summaries; prepares and distributes agendas, information and minutes
17. Maintains detailed calendar for Superintendent and members of Board of Education; arranges interviews, appointments and schedules as required
18. Schedules and arranges district travel for Superintendent and members of Board of Education
19. Transmits directives and decisions on behalf of Superintendent to various employees, departments, school sites and/or community members as assigned
20. Establishes and maintains variety of administrative and confidential files and records
21. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, class 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable