Leon County Public Schools Classification Specification

Salary Grade 26 Summary Information:					
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Classification Title:	Assistant to the Board	Date Prepared:	04/2003		
FLSA Status:	Exempt				
Typical Decisions and Recommendations Provided to Others:					

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however, the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activit	Activity Identification				
Activity Name					
11001/10					
311	Board Information	Compile and distribute official Board agendas and related materials.			
313	Board Minutes	Maintain official minutes of the Board meetings. Prepare and distribute summary descriptions of the meetings to staff and the community.			
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.			
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.			
316	Public Relations	Address questions, concerns and requests from members of the public.			
315	Other Board Liaison Activities	Meeting preparation, telephone, report preparation, and other activities.			
317	Staff Relations	Follow-up with staff on items and issues relative to Board meetings and requests from the public.			
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.			
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.			
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.			

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Salary Grade 20					
Activity	v Name (cont.)				
024	Mail		Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.		
027	Dictation		Give dictation electronically and/or personally.		
028	Scheduling/Appointments		Schedule appointments and meetings for students and staff. Initiate school/calendar dates.		
320	Budget Preparation		Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.		
322 A	Budget Monitoring – Department/School		Monitor expenditures and adjust school/department budgets, as needed.		
999	Assigned Duties		Perform other duties as assigned.		
General Classification Specification Factors:					
Education/Experience:		B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational Training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience			
Supervisory Responsibility:		Yes			
Type of Supervision:		Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.			

Effective Date:

07/01/2003