

TITLE: Administrative Assistant to the Executive Director Operations **DEPARTMENT:** Finance & Operations

REPORTS TO: Executive Director of Operations

POSITION SUMMARY: Provide administrative support to the Executive Directors of Operations and Compliance and Legal Affairs, in their capacity as negotiators, in responding to labor management issues and grievances, financial legal and administrative compliance, while providing general resource information for ISD staff. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively and independently under pressure and maintain confidentiality.

ESSENTIAL FUNCTIONS:

- Performs a variety of legal assistant duties and administrative support functions to the Executive Directors.
- Receives phone calls and personal callers; uses knowledge of procedures and discretion to determine those which can be handled by the administrators' subordinates or other offices; makes referrals as appropriate; answers general questions including those requiring research or technical knowledge.
- Interacts constructively with other administrators and staff.
- Coordinates, organizes, and maintains calendars for ongoing projects and tasks in order to assure smooth project completion, timely deliverance of project, and implementation of results.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders.
- Drafts, prepares and processes a variety of electronic communication, forms, memoranda, resolutions, contracts, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Requests, assembles, redacts, and provides public records requests as determined and for review by supervisor.
- Monitors timelines for required public records requests, investigations, grievance and collective bargaining agreements and legal responses to various governmental agencies and courts. Identifies and communicates critical deadlines to the Executive Directors or other staff as directed.
- Provides administrative support to citizen/district committees facilitated by the Executive Directors, other technical teams and the department meetings led by the Executive Director of Operations.
- Schedules and coordinates interviews and interview process for investigators.
- Creates, incorporates, and maintains existing files, in hard copy and electronically; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents and for hearings, meetings, reports, investigations, and hearings. Monitors, tracks and updates status of cases and investigations and retains records in accordance with the appropriate records retention timelines.
- Proof-reads and edits documents and other written materials to assure accuracy and completeness including correcting errors and omissions. Independently composes correspondence for supervisor's signature.
- Maintains complex and confidential electronic and physical files and records; pulls files and make appropriate notations regarding legal actions.
- Performs legal or other research. Checks legal citation and references for correct format. Retrieves, stores, edits and prints documents as needed in accordance with financial, legal, and administrative guidelines and requirements.
- Researches and prepares reports and minutes regarding bargaining. Organizes bargaining notebooks and records. Types, edits and produces finalized collective bargaining agreements, memorandums of understanding and letters of agreement. Coordinates meeting rooms, equipment and supplies for bargaining meetings and bargaining teams.
- Assists in coordinating activities with union representatives.
- Maintains a working knowledge of CBAs, unrepresented contracts, government mandates, and operational regulations and guidelines.
- Maintains individual and department files, physical and electronic, in accordance with records retention guidelines.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor’s Degree required. Qualifying experience may substitute for educational requirements.

EXPERIENCE: At least 5 years as an executive assistant preferred. At least 3 years school district or human resources experience preferred. Negotiating experience preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate parent, staff and community issues.

CERTIFICATES AND LICENSES: Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date