

Executive Assistant to the Chief Communications Officer (Administrative Secretary IV)

Position Details

Class Code: 0254

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, supports the Chief Communications Officer (CCO) and the Communications Unit in day-to-day operations/projects to streamline, automate, and create efficiencies for the team. Initiates and coordinates clerical/secretarial functions required to effectively implement Communications Unit administrative policies. Provides administrative assistance and management support requiring high degrees of awareness, tact, creativity, and initiative in directing/completing projects and resolving problems.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages internal operations of the Communications Unit.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Communications Unit.
3. Compiles agenda items and appropriate backup information for submittal to the Office of the Superintendent and the Clark County School District Board of

- Trustees, as requested. Responsible for submitting Cabinet meeting agendas and Board request responses, as directed.
4. Reviews, prepares, and reconciles budget accounts for the Communications Unit. Monitors budget and assists staff in understanding discrepancies, shortages, budget requests, etc.
 5. Audits payroll and approves level one (1) requests, as required. Coordinates with proper departments regarding staff payroll questions; assists in resolving concerns.
 6. Properly codes purchases on PaymentNet and ensures timely approval of transactions by administrator.
 7. Processes travel reimbursements, mileage claims, etc.; gathers backup documentation.
 8. Maintains frequent contact with the public and District employees at all levels; refers to appropriate administrative staff when necessary.
 9. Assists Communications Unit administration in daily contact with media to promote school and District activities; assists in responding to public/staff information requests and maintaining records.
 10. Maintains, monitors, and tracks Communications Unit projects and assignments to ensure timely completion.
 11. Provides critical support to Communications Unit administration in planning, organizing, and implementing special events/projects.
 12. Coordinates, maintains, and facilitates the CCO's calendar, which constantly changes due to timely demands, events, and requirements of the Superintendent of Schools.
 13. Compiles data based on research techniques and statistical compilations involving an understanding of Communications Unit programs, policies, and procedures.
 14. Establishes procedures supporting operational policies.
 15. Independently drafts financial, statistical, and narrative reports, as requested.
 16. Researches questions, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
 17. Arranges, participates in, and implements conferences and committee meetings, as directed.
 18. Demonstrates authority and ability to resolve issues at the lowest level.
 19. Interprets regulations, policies, and procedures to employees and the public.
 20. Routes correspondence to Board of Trustees, administrators, and support professionals; gives explicit or general directions.

21. Utilizes technology skills to prepare correspondence, tables, and forms; maintains and provides statistical information; writes/creates memos, correspondence, and/or reports, as directed.
 22. Reviews materials for administrative approval; ensures typographical/grammatical accuracy, correct formatting, procedural conformity, internal consistency, and proper approvals.
 23. Maintains and secures confidential employee (personnel) files.
 24. Schedules and attends meetings; provides agenda and minute support (dictation/notes/transcription.)
 25. Conforms to safety standards, as prescribed.
 26. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties, managing confidential information, and leading other Communications Unit staff. Works independently, directs other secretarial/clerical staff, and requires administrators' assistance in adhering to the CCO's directives to achieve District goals. Deals with diverse matters requiring extensive knowledge of the District and the CCO's role in carrying out his/her duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations.
2. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
3. Knowledge of District budget and payroll systems.
4. Extensive knowledge of personal computers and software, including word-processing, databases, spreadsheets, and presentations.
5. Ability to plan, organize, prioritize, and work independently without immediate supervision.
6. Ability to keep information confidential and maintain an ethical attitude.
7. Ability to gain cooperation and conformance without authority.
8. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
9. Ability to demonstrate strong writing skills and perform editorial checking for spelling, punctuation, and grammar.
10. Ability to use discretion and make sound judgments.

11. Ability to demonstrate strong leadership and communication skills.
 12. Ability to determine procedures for handling unique problems.
 13. Ability to meet predetermined deadlines and be flexible in shifting to new tasks as priorities change.
 14. Ability to promote public relations and deal tactfully/diplomatically with people.
 15. Ability to concentrate on accuracy of details.
 16. Ability to work flexible hours/shifts.
 17. Ability to judge when to act independently and when to refer situations to an administrator.
 18. Ability to cooperate with management, staff, outside agencies, and the public.
 19. Ability to recognize/report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' secretarial/clerical experience with extensive public contact. Three (3) years must have included project/staff supervision, organization, coordination, and performance of duties at a responsible level.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – schools and department offices.

Work Environment

Strength

Sedentary/light – exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/29/23
- Created: 04/21/22