

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR OF BOARD AFFAIRS

QUALIFICATIONS:

- (1) 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.
- (2) Seven (7) years experience in all aspects of office management.
- (3) 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.
- (4) 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:

Demonstrates 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; has 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; has a clear understanding of all District functions and policies and is able to assist with requests and inquiries from the public and has the ability to communicate effectively as evidenced by clarity and conciseness of oral communications and prepared documents.

REPORTS TO:

Chair, School Board of Escambia County, Florida for the general performance of the duties and responsibilities of the position and individual School Board Members of Escambia County, Florida for the performance of specific tasks reasonably assigned by each Board Member.

JOB GOAL

To provide assistance to the five elected School Board Members in all matters related to the School District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Coordinates all aspects of the management of district offices of the five elected School Board Members. Responsibilities include such functions as 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, determine appropriate disposition of correspondence and inquiries, requisitioning supplies and development of office budget.
- *(2) 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.

COORDINATOR OF BOARD AFFAIRS (continued)

- * (3) 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.
- * (4) 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. Responsibilities include such functions as maintaining calendars, scheduling appointments and meetings, travel arrangements, responding to inquiries and correspondence, both written and orally.
- * (5) Attends meetings of the School Board and at the request of individual School Board Members may attend other meetings and functions on their behalf.
- * (6) Works independently, conducts research, gathers and analyzes data and prepares comprehensive reports upon request of individual members.
- * (7) Obtains and analyzes reports and agenda materials to assist School Board Members in preparing for meetings and to otherwise discharge their duties.

Inter / Intra-Agency Communication and Delivery

- * (8) Communicate effectively with staff and the public.
- * (9) Keep supervisor informed of potential problems or unusual events.
- * (10) Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Provide for a safe and secure workplace.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Maintain confidentiality regarding District/school matters
- * (16) Maintain positive relationships with staff and public.
- * (17) Participate in workshops and training sessions as required.

System Support

- * (18) Prepare all required reports and maintain all appropriate records.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- * (21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Chair of the School Board of Escambia County, Florida.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

PROFESSIONAL SALARY SCHEDULE - Pay Grade 6

COORDINATOR OF BOARD AFFAIRS (continued)

***Essential Performance Responsibilities**

Date of Board Approval: December 16, 2003

Date of Board Revision: November 15, 2011