

AMERICAN INDIAN MODEL SCHOOLS

Job Title: Secretary, Board of Directors

Exempt: Yes. For the administrative exemption, employees must have a primary duty of performing office or nonmanual work directly related to the management or general business operations of the employer or the employer's customers, and their primary duty must include the exercise of discretion and independent judgment with respect to matters of significance.

Shift: Irregular

Location: Administration Building

Division: Board of Directors

Summary:

Under the supervision of the President of the Board of Directors and the Superintendent, the Secretary to the Board of Directors, is responsible for the coordination and management of activities and tasks pertinent to the conduct of the legislative operations of the American Indian Model Schools; and of entities created or appointed by the Board pursuant to law, policies, rules and regulations of the Board. In addition, incumbent assists members of the Board of Directors and its creations in coordinating the conduct of all their public meetings; provides executive assistance to the President of the Board, committee chairs and each Director in the conduct of his/her official duties and responsibilities; as well as performs other functions as assigned including general clerical support to the Human Resources Department and the Business Office.

Essential Duties and Responsibilities

The Secretary to the Board of Directors shall perform the following duties and responsibilities:

- Receive from Board Members, the Director of Schools, and the public all legislative proposals for consideration by the Board of Directors, its committees, advisory committees, local agencies and other entities created by the Board of Directors and schedule such for consideration, pursuant to law, policies, rules and regulations adopted by the Board of Directors. Prepare, or cause to be prepared, agendas, minutes of all meetings of the Board of Directors, its committees, advisory committees, local agencies and other entities created by the Board of Directors.
- Prepare, and issue any, and all, reports to the public of actions taken by the Board or committee in Closed Session.
- Prepare, or cause to be prepared, all documents of official action by the Board and its entities or creations and the maintenance of same and to present same to the President of the Board and/or Secretary to the Board for signature.
- Serve as liaison between the Board of Directors, and the administration, and between the Board and other public agencies, officials, and the public with respect to the functions of the Board of Directors.

- Serve as parliamentarian at all meetings called by the Board. Upon request of the President of the Board and/or committee chair, perform the same essential responsibility during the Board's committee and/or closed session meetings.
- Attend meetings, and advise the Board of Directors, and its creations, on rules, regulations, parliamentary procedures, customs and statutory requirements pertaining to meetings and conduct of affairs.
- Provide confidential assistance to the members of the Board, as requested in matters that are not by law, or Board rule, the responsibility of the administration, including matters involving confidential relationships and communications between the public, and the Board of Directors, the public and individual Board Members, and individual Board Members.
- Perform research, the gathering and organization of information as requested by the Board of Directors pursuant to their functions as policy makers.
- Under the direction of the President of the Board of Directors, direct the preparation of the Board's budget, and supervise the expenditure of funds for the Board office.
- Supervise the receipt and forwarding to the Legal Representative of legal processes involving the Board of Directors, the Schools, or its officers in their official capacity.
- At the direction of the President of the Board of Directors, and/or individual Directors facilitate and refer to the administration inquiries and issues from the public logged with the Board office for response and/or handling, as well as prepare responses for individual Board Directors as directed.
- Upon the request of a Board Officer and/or Director, accompany him/her to non-partisan public events that are called by schools, administrators, other elected bodies, or community-based groups that are discussing issues pertinent to the School's educational policies, procedures and/or programs.
- Provide general clerical support to Human Resources Department and Business Office as needed.
- Perform other duties as assigned by the Board of Directors and Superintendent.

Supervisory Responsibilities:

The position as defined does not require provisions or direction in the manner required of other staff as the President of the Board of Directors is the principal supervisor for all Board staff. Responsibilities include, but are not limited to, administering the budget, supervising the giving, scheduling and/or completion of tasks and activities related to the conduct of the Board's affairs. Under the supervision of the President, the incumbent will, therefore, be expected to work with each member.

Qualification Requirements:

Must be able to perform each essential element of the job satisfactory. Must be available to Board President and Directors during regular business hours. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential elements of the job.

Education:

Graduation from a recognized accredited high school, college or university. Appropriate combination of education and experience may be substituted.

Experience Desired:

At least three years in a staff, administrative or executive assistant position requiring the knowledge of policies/procedures and rules governing the conduct and operation of an elected/appointed public body such as a Board of Directors, City Council, Statutorily created Commission, legislative committee and/or any other group that has its mission serving the public's interests involving the preparation and/or discussion of policy/procedural matters of a sensitive and confidential nature interpreting parliamentary procedures/principals as defined in Robert's Rules of Order (as revised).

Skills

- (a) Demonstrated knowledge of policy issues germane to the educational well-being of the community and AIMS students. Such activities include, but are not limited to, paid and/or voluntary participation in organized endeavors that promote the importance of democratic forums, community involvement and participation, as well as respect for racial, ethnic, cultural, sex and language diversity.
- (b) Communication skills and ability to prepare (or cause to be prepared) correspondence, memorandum and any other official document that may be requested and/or required to support a Director's opinion, inquiry and/or presentation of issues/policies governing the educational well-being of the schools. Ability to speak in a knowledgeable, coherent and user friendly manner about matters personate to Board policies, directives and rules.
- (c) Quantitative skills and ability to employ basic statistical and/or data analysis principals when amassing, interpreting and/or examining information that may be requested and/or included in official documents.
- (d) Problem Solving skills and ability to prepare correspondence that may be requested and/ or required by a member of the Board.
- (e) Mastery of all current office equipment and the ability to prepare top quality office products.

This is an exempt position. The incumbent is not eligible for overtime compensation. The Board of Directors reserves the right to waive selected qualification requirements.