



**SECRETARY & CLERK TO THE BOARD**

**GENERAL RESPONSIBILITIES**

This position is appointed by the School Board annually upon recommendation by the Superintendent in accordance with School Board policies and procedures. Under the direction of the Superintendent, the position serves as the principal staff support to the School Board and performs a variety of executive level administrative and clerical tasks in support of Virginia Beach City Public Schools' School Board members.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop School Board meeting calendar, manage the agenda-setting process for forecasting agenda topics, and establish timelines associated with action items.
- Maintain School Board committee membership records and calendars to ensure publication of scheduled meetings in a timely manner.
- Coordinate the collection, dissemination and publication of electronic materials for School Board meetings; assist senior staff members with dissemination of presentations to the School Board.
- Attend all School Board meetings, workshops, public hearings, and school board retreats.
- Prepare official records of the School Board to include meetings minutes, resolutions and other documents as needed.
- Validate all legal records of the School Board, attesting to School Board action and notarizing legal documents; notify appropriate parties of School Board action taken.
- Record and maintain all records of the School Board including property records, contracts, receipts and disbursements, and other official papers.
- Custodian of the official seal of the School Board.
- Oversee the establishment, maintenance and preservation of School Board records in an electronic format while ensuring consistency, accuracy, transparency, and ADA compliance.
- Arrange for associated travel for School Board members to attend local, state and national meetings and professional learning opportunities to include registrations and accommodations; prepare expense reports for individual School Board members submitting documentation for travel reimbursement.
- Coordinate the application process for School Board appointments to Citizen Advisory Committees.
- Facilitate the Superintendent's Annual Performance Evaluation.
- Maintain state and national School Board Association databases.
- Perform related work as required.



## **KNOWLEDGE, SKILLS AND ABILITIES**

Must have considerable knowledge of the practices, procedures and policies of the School Board. Must have a thorough knowledge of executive level office procedures, office and computer equipment, clerical techniques, and organization dynamics. Must be proficient in business English, grammar, spelling, punctuation, and editing. Must have a high level of computer literacy to include proficiency with Microsoft Office, spreadsheets and/or database software. Must have excellent written and oral communication, interpersonal, and organizational skills. Must have the ability to work independently in the absence of detailed instruction; ability to work under time constraints with minimal supervision and demonstrate sound judgment; ability to multi-task, prioritize, and organize busy workloads and meet deadlines while exercising excellent attention to detail. Must have the ability to work under pressure and make decisions in accordance with laws, policies, regulations and established procedures with efficiency; ability to analyze and interpret data and reach sound conclusions; ability to maintain strict confidentiality and integrity of the School Board; and the ability to establish and maintain effective working relationships with School Board officials, administrators, staff, and the public. Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy. Must have the flexibility to work beyond the workday to attend School Board Meetings.

## **EDUCATION AND EXPERIENCE**

**Required:** High School Diploma or GED with extensive experience performing executive level clerical support responsibilities.

**Preferred:** Associate degree in business administration or related field.

A comparable amount of training and experience may be substituted for the minimum qualifications

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Must be or have the ability to be a Notary Public.