Job Title: Board Clerk

Exemption Status/Test: Exempt

Reports to: Superintendent

Date Revised: August 4, 2016

Dept. /School: Administration

Primary Purpose:
The Board Clerk provides responsible, confidential and complex secretarial and administrative support services for the Board of Trustees. The Board Clerk will prepare and post all meeting agendas; coordinate materials; record, transcribe, and maintain minutes and organize and manage the activities of an administrative office.

Qualifications:

Education/Certification:
High School Diploma or equivalent required, advanced education/training, preferred
Notary Public for Dallas County or eligible for commission

Experience:
Minimum of five (5) years or more of successful, advanced administrative assistant experience in an Executive environment
Four (4) years of professional experience in business, education, or legal communications

Special Knowledge/Skills:
Thorough knowledge of the District’s organization, operations, and administrative policies
Highly proficient in general office skills, including office management and organization
Advance knowledge in Microsoft Word, Excel, Power Point and Access
Ability to incorporate technological advances into daily office operations
Ability to compose general correspondence, maintain accurate records, manage files
Principles of public sector administration
Agenda preparation and distribution techniques
Excellent interpersonal skills, tact, patience and courtesy
Display a pleasant and professional appearance to the public
Must be detail oriented, have excellent proofreading, editing and grammatical skills
Ability to handle multiple tasks simultaneously, and handle heavy load with critical deadlines
Attend night meetings and work extended days/weekends
Be a self-starter, proactive planner, and be able to perform essential job duties without supervision
Ability to maintain professional standards of confidentiality with proven experience in this area
Training in the field of business education, legal communications, or English/journalism

Major Responsibilities and Duties:

1. Compiles, proofreads and publishes agendas for the Board of Trustees meeting in hard copy and paperless, online formats ensuring all legal obligations in the preparation of agendas and supplemental materials are met and that agendas and supplemental materials are available to the public.
2. Schedule and plan Board meetings, workshops, Policy review Committee meetings and Team of Eight trainings as directed by the President of the Board of Trustees.
3. Supervise the organization, coordination and distribution of all materials needed for Board meetings, including all distribution of agenda packets prior to each meeting to all concerned parties.
4. Attend all Board meetings, workshops, training sessions and personnel hearings.
5. Record, transcribe, assemble and maintain the official minutes of the Board of Trustees.
6. Execute post-board meeting follow-through for pertinent documents and obtain required signatures on legal documents and distribute to appropriate parties.
7. Set up, manage, and maintain the Board of Trustees’ calendar.
8. Maintain regular contact with Board members and assist Board members with the preparation of articles and presentations related to the role of the Board of Trustees.
9. Supervise the maintenance record of individual Board member accreditation requirements and keep Board members apprised of their status.
10. Determine which information and data is pertinent to a variety of administrative and operational areas for distribution to appropriate staff members on actions taken by the Board of Trustees.
11. Communicate directives and decisions to the Board to various organizational units in the District.
12. Prepare, research and generate correspondences, reports, forms and other materials for the President of the Board, Board Members and the Superintendent.
13. Assist General Counsel’s office with correspondences, files and requested information for the purpose of resolving Public Information Requests.
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15. Research minutes, correspondences, reports and video files for board members, staff, patrons and media.
16. Serve as a resource and liaison to individuals, committees, and/or organizations for the purpose of conveying and/or gathering information required for Board operations.
17. Advise and consult Trustees on Board Policies and Board Operating Procedures.
18. Conduct policy review and collaborates with assigned trustees and staff as a member of the Policy review Committee. Types, posts and distributes revised and adopted Board policies as they relate to Board Operating Procedures.
19. Manage all planning of board functions or receptions.
20. Provide assistance with office technology and communication systems, and operate office equipment.
21. Answers incoming calls and handle day-to-day requests from Board members.
22. Respond to a wide variety of inquiries, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
23. Coordinate, manage, plan and implement Board member elections and Bond elections.
24. Oversee and manage the Board of Trustees budget.
25. Oversee and assist in the arrangement for registration, accommodations and associated travel for Board members to local, state and national meetings/conventions including collecting receipts and submitting them for travel reimbursement.
26. Prepare expense reports/reimbursements for individual Board of trustees.
27. Maintain confidentiality of information at all times.
28. Performs special assignments and related duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Work irregular hours; occasional prolonged hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.