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|---------------------|--|--------------------------|--------------------|
| Job Title: | Operations Manager- Superintendent/ Board of Managers | Wage/Hour Status: | Exempt |
| Reports to: | Superintendent | Pay Grade: | 107 |
| Dept/School: | Superintendent's Office | Date Revised: | September 27, 2024 |

Primary Purpose

Direct and coordinate administrative services to ensure efficient operation of the Superintendent's office. Provide strategic and administrative support to the Superintendent and Board of Managers.

Qualifications**Education/Certification/Experience**

Bachelor's degree in business or related field, and five (5) years executive level secretarial experience
OR
High School Diploma or GED, and ten (10) years executive level secretarial experience

Special Knowledge/Skills

- Knowledge of District organization, operations, and administrative policies
- Knowledge of working relationship between Board of Managers, Superintendent and Administration
- Ability to manage budget and personnel
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to establish and maintain effective working relationships with District employees at all organization levels and with the general public
- Ability to identify and implement best practices, think strategically and effectively delegate tasks
- Ability to use personal computer and software
- Proficient in grammar, word processing, and business communication

Major Responsibilities and Duties

1. Provide administrative and support services to the Superintendent and Board of Managers.
2. Manage the overall daily office operations.
3. Promote positive public relations through effective communications and interaction with the Board of Managers, Superintendent's Leadership Team and other levels of District staff, community/ business leaders, and public.
4. Responsible for final assembly and posting of agendas for Board of Managers meetings (collectively with the Superintendent, Board President, and legal counsel).
5. Attend meetings of the Board of Managers and serves as Recording Secretary.
6. Responsible for final assembly and distribution of Leadership Team meeting agendas (collectively with the Superintendent).
7. Participate in meetings of Superintendent's Leadership Team and serve as Recording Secretary.
8. Responsible for Board of Trustees election (in conjunction with Superintendent and legal counsel).

Personnel Management

9. Supervise and monitor schedules/work assignments of assigned personnel.
10. Develop and maintain positive staff morale in the Office of the Superintendent.
11. Define job performance expectations of subordinate staff, evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation in the Office of the Superintendent.
12. Interview, counsel, and recommend for hire subordinate employees.

Records, Reports and Correspondence

- 13. Compose letters, memos, and other correspondence for Superintendent and Board of Managers.
- 14. Compile information and prepare reports as needed.
- 15. Conduct final edit of materials submitted to public, to include minutes of meetings of Board of Managers and other legal documents.
- 16. Coordinate, monitor and maintain Continuing Education Credit for Board of Managers.
- 17. Submit the Superintendent weekly report to Board of Managers.
- 18. Compile, maintain, and file all reports, records, and other documents as required for the Board of Managers.

Accounting/Payroll

- 19. Manage budget for Superintendent and Board of Managers.
- 20. Approve purchase orders.
- 21. Approve reimbursements for Travel for direct reports to Superintendent.
- 22. Monitor and approve payroll for the Office of the Superintendent.

Communication

- 23. Responsible for communication between Superintendent and Board of Managers.
- 24. Handle questions from Board of Managers, Superintendent's Leadership Team and other levels of District staff, community/ business leaders, and public; respond to calls for Superintendent; refer appropriate inquiries or problems to Superintendent or appropriate District staff person.

Other

- 25. Organize, plan, and manage work activity in Superintendent's Office.
- 26. Maintain confidentiality of information.
- 27. Work independently receiving minimal detailed supervision and guidance.

Supervisory Responsibilities

Supervise assigned personnel.

Equipment Used

Personal computer, printer, fax machine, copier, typewriter, adding machine, and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress; frequent prolonged and irregular hours; repetitive hand motions, prolonged use of computer; may be required to do in-district travel.

Terms of Employment

226 days; salary to be established by the Board of Managers

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas, al 230-2856.