

EXECUTIVE OFFICER OF THE BOARD OF EDUCATION

DEFINITION

Provides leadership to the Office of the Executive Officer of the Board of Education and acts as the face of the Board to the public; has authority over and is responsible for the function of the Office of the Executive Officer of the Board of Education; under the direction of the Board of Education, exercises judgement in the review of matters scheduled to come before the Board of Education and has responsibility for preparing of the Board agenda and related Board documents pursuant to Board of Education direction.

The Executive Officer is the liaison between the Board and public, the District staff and other government agencies and, as such, is expected to provide all public documents and information related to Board actions to those who make a request.

TYPICAL DUTIES

Serves as a problem solver and provides administrative assistance and advice to the Board of Education and its staff by;

- Managing information and exercising judgement in determining how matters are brought before the Board
- Providing confidential assistance to the Members of the Board, as appropriate, including matters involving confidential relationships and communications, District policies and past practices
- Explaining and interpreting to the public the functions and responsibilities of the Board of Education and its Members
- Assisting in the preparation of motions, resolutions, and official correspondence by the Board of Education
- Providing administrative support for the Board Members Offices.

Assists the Board of Education and the Superintendent in conducting meetings of the Board of Education and its committees by:

- Attending meetings of the Board and its committees, assisting in the coordination of meeting procedures, and assisting in the maintenance of an orderly course of Board and committee meetings
- Coordinating calendars and agenda planning
- Advising the Board and its Members on rules, regulations, parliamentary procedures, and customs regarding the conduct of Board and committee meetings
- Developing procedures consistent with the Brown Act for ensuring that the public is provided an opportunity to be fully informed of actions to be taken by the Board of Education and to have an opportunity within the established rules and regulations to communicate with the Board.

Ensuring that all Board and Board committee documents and filings are accurate, timely and adhere to legal requirements, including privacy and confidentiality; to ensure that all such documents are properly stored and accessible; and to inform the Board if the documents are not in compliance.

Ensuring that: 1) Board rules and Governance Policies reflect the most current Board decisions; 2) Requirements for format and accuracy of Board agenda and minutes are met; 3) Draft Board minutes are prepared in a timely manner for Board review and approved at a subsequent Board meeting; 4) Accurate records of all Board actions are kept; and 5) Sufficient funds are allocated to achieve these goals

Ensuring that all Board policies are housed in an organized, open, up-to-date and transparent manner.

Plans and directs the functions of the Office of the Executive Officer of the Board, and integrates and coordinates the functions and services of the office with the functions and services of other District offices by:

Serving as a liaison staff member between the Board of Education and the administration, and between the Board and other public agencies, officials, and the public with respect to the functions of the Board of Education

Conversing with parents and other members of the public to represent the Board of Education by answering questions, communicating and disseminating information

Tracking the status of Board Resolutions and motions and providing updates to the Board of Education

Developing and directing procedures involving the handling of official correspondence, preparing the necessary correspondence regarding board actions, and determining the confidentiality of records

Directing the update, codification and publication of Board Rules and administrative regulations

Advising and assisting the Superintendent and administrators on procedures for processing official materials to the Board for consideration and action

Conferring with the General Counsel on the legality of Board procedures and the application of legal interpretations concerning a variety of matters for which the Board Secretariat is responsible

Establishing procedures for and directing the receipt of process served in litigation involving the Board of Education or the District and directing the certification of official actions of the Board

Directing the organization and maintenance of comprehensive official records pertaining to Board and committee action and activities and actions by other governmental agencies that affect the Board of Education

Directing the preparation and administration of budgets of the Board Secretariat, the Board Members Office, and individual Board Members' offices

Managing staff and assisting with personnel and budgetary functions for the Board Members

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Officer of the Board of Education plans and directs the functions of its office, assists the Superintendent and Board Members in the conduct of meetings of the Board of Education and its committees, and provides administrative assistance to members of the Board of Education.

An Administrative Services Manager administers financial and business management activities for a large organization. While the specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the budget and expenditures of the organization; and responsible liaison with other units in the coordination of business and service functions.

SUPERVISION

Administrative direction is received from the Board of Education through the President of the Board of Education. Supervision is exercised over employees assigned to the Executive Officer of the Board of Education.

CLASS QUALIFICATIONS

Knowledge of:

California Education Code provisions; California Code of Regulations (Title 5); and Los Angeles City Board of Education rules, regulations, procedures, and policies
Roberts Rules of Order and Brown Act requirements
Office practices and procedures
School business management
Work flow and methods of organizing a clerical and administrative support work force
Organization of the District
Parliamentary procedure

Ability to:

Plan, direct, and organize the work of a staff Interpret laws, rules, regulations, and policies
Develop policies and procedures
Schedule work flow in order to meet deadline dates
Deal tactfully and effectively with officials, administrators, and the public
Prepare and edit a variety of complex, written communications
Manage projects related to the improvement and modernization of the office and its processes.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in personnel management, public administration, business administration, research, or related fields.

Experience:

Three years of experience in a staff, administrative, or supervisory capacity in a position involving frequent public contacts of a sensitive nature.

A master's degree in public administration, business administration, or a related field may be substituted for one year of the required experience.

SPECIAL NOTES

1. Senior Management Classification.
2. Exempt from FLSA.
3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.
4. Bilingual fluency is desirable

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