



Job Title: Board Services Manager

Exemption Status/Test: Exempt

Reports to: Board of Trustees

Date Revised: May 2019

Dept. /School: Administration

Primary Purpose:

The Board Services Manager provides responsible, confidential and complex organizational and administrative support services for the Board of Trustees. The Board Services Manager supervises daily activities of the Board including, but not limited to, Board Meetings, communications, training, elections and compliance with applicable state and federal laws and regulations. The board assistant will prepare and post all meeting agendas, coordinate materials, record, transcribe, and maintain minutes and organize and manage the activities of an administrative office. The board assistant will maintain current training and administrative responsibility for the election process, and be the primary interface with the county election office and other multi-jurisdictional offices.

Qualifications:

Education/Certification:

Bachelor's degree required in business or administrative support services related field
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
Ability to coordinate and manage communications between District departments and the Board 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
Ability to interface with multi-jurisdictional government agencies as it pertains to the election process
Advanced knowledge of the Texas Open Meetings Act
Working knowledge of the Texas Public Information Act
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. Supervise and assume responsibility for District staff in completing the responsibilities outlined herein including, but not limited to, coordination with District Departments.
3. 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.
4. Supervise the organization, coordination and distribution of all materials needed for Board meetings, including the distribution of agenda packets prior to each meeting to all concerned parties,
5. Attend all Board meetings, workshops, training sessions and personnel hearings.
6. Record, transcribe, assemble and maintain the official minutes of the board of Trustees.
7. Execute post-board meeting follow-through for pertinent documents and obtain required signatures on legal documents, and distribute to appropriate parties.
8. Set up, manage, and maintain the Board of Trustees' calendar.
9. 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.
10. Supervise the maintenance record of individual Board member accreditation requirements and keep Board members apprised of their status.
11. Determine with information and data in pertinent to a variety of administrative and operational areas for distribution to appropriate staff members on actions taken by the Board of Trustees.
12. Communicate with staff, District administrators, clerical support, and other employees to ensure accuracy of information reported.
13. Communicate directives and decisions of the Board to various organizational units in the District.
14. Make judgements about the interpretation and application of Board policy and Board Operating Procedures under the direction of the President of the Board of Trustees.
15. Prepare, conduct independent research and generate correspondences, reports, forms and other materials for the President of the Board, Board Members and the Superintendent.
16. Employ sound judgment and discernment in decision-making.
17. Solve complex problems under pressure.
18. Research minutes, correspondence, reports and video files for board members, staff, patrons and media; and, respond to inquiries.
19. 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.
20. Advise and consult Trustees on Board Policies and Board Operating Procedures.
21. Conduct policy review and collaborate with assigned trustees and staff in relation to various Board Committees.
22. Manage all planning of Board functions or receptions.
23. Provide assistance with office technology and communication systems, and operate office equipment.
24. Coordinate and manage communications with, and day-to-day requests from Board members.
25. 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.
26. Oversee and manage the Board of Trustees' budget.
27. Coordinate, manage, plan and implement Board member elections and Bond elections.
28. Maintain training in preparation for the implementation and facilitation of the election process and guidelines under the Open Meetings Act.
29. Maintain knowledge of, and implement, the Texas Open Meetings Act, and interpret key provisions therein in coordination with General Counsel.
30. 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.
31. Prepare expense reports/reimbursements for individual Board Trustees.
32. Maintain confidentiality of information at all times.
33. Attend professional growth activities to keep abreast of laws relating to essential functions of position, Board management and governance issues.

34. Review Board Policies and Board Operating Procedures for compliance with existing practice and, to the extent necessary, revise both, for Board consideration and approval.
35. Consult with General Counsel regarding compliance with applicable state and federal laws governing the Board of Trustees.
36. Perform non-manual work directly related to the management or general business operations of the Board.
37. Exercise sound discretion and independent judgment in handling the general business operations of the Board.
38. Performs special assignments and related duties as assigned.

Supervisory Responsibilities:

Manage, coordinate, and assume responsibility for District staff in completing the responsibilities outlined herein including, but not limited to, coordination with District Departments.

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.