



CODE:  
UNIT:  
GRADE:  
FLSA: Exempt

## **CLASSIFICATION**

NEW POSITION: COORDINATOR

## **SUMMARY**

Provides confidential receptionist, administrative, and communications support to the Governing Board and its Audit Committee; provides constituent service to the public and customer service and research for the Governing Board, district staff, and the public; supervises two board staff assistants; reports to the Board as a whole, directly when practical and indirectly through the Board president.

May be a 10-month or 12-month position; this is negotiable. The expected starting salary for a 12-month position is \$50,000-\$58,000, depending on experience and qualifications. Compensation includes the standard package of benefits (health and other insurance benefits, sick and personal leave, and retirement benefits) for administrative positions in TUSD.

## **MINIMUM QUALIFICATIONS**

Four years of employment providing service or advocacy for customers or stakeholders or clients (examples include but are not limited to customer service, business or economic development, non-profit leadership, public relations, or legal services).

Strong verbal and written communication skills in English and a demonstrated ability to read and comprehend written and oral instructions.

Experience in business office or other settings requiring record-keeping or research.

Competence with word processing and spreadsheet programs.

Bachelors' degree.

Any equivalent combination of experience, training, and education.

*Must be willing and able to work extended hours.*

## **PREFERRED QUALIFICATIONS**

Supervisory experience in an office setting.

Experience in a school district setting.

Competence with database and web publishing programs.

Bilingual (Spanish/English) or some proficiency in Spanish.

## **ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubella (measles) and rubella (German measles), or proof of MMR immunization.

## **REQUIRED TASKS**

### **THE LIST OF REQUIRED TASKS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Within the parameters of applicable law, policy and general direction from the Governing Board, exercise independent judgment related to the coordination and assignment of duties to subordinate staff, application of policies and laws related to the position, and presentation of Governing Board communications.

Supervise two staff members who perform complementary tasks, which are focused primarily on the organization and support of Governing Board meetings but include other roles such as bookkeeping, archiving, and travel planning.

Serve as the first point of contact and customer or constituent service to the Governing Board, answering phone calls, greeting visitors, receiving mail/email.

Connect constituents with appropriate District staff and processes (public records, formal complaint procedures, etc.).

Monitor Requests for Information from the Board and the associated responses, whether made in writing or at public board meetings.

Research and provide answers to constituents regarding Board actions and policies. Conduct other incidental research tasks for Governing Board members.

Maintain communications with the Board and Superintendent regarding concerns and complaints received in the Board office.

In consultation with the District's Public Relations department, engage with media and respond to media inquiries to ensure continuous improvement of Governing Board messaging.

Monitor and maintain the Governing Board's web/digital media presence and work with the District's Webmaster and Public Relations department for continuous improvement of the Governing Board's communication with the public..

Prepare Governing Board member official correspondence, and arrange appointments on request.

Support the Governing Board's three subordinate boards and committees, including publishing and processing committee membership applications and membership renewals for approval by the Governing Board.

Prepare publicly-posted agendas, minutes, and public and confidential information packets related to approximately monthly Audit Committee meetings; perform preparatory and follow-up actions for open and executive meetings of the Audit Committee in accordance with Arizona Revised Statutes (the "Open Meeting" Laws); perform as recording secretary at open and executive Audit Committee meetings.

Allocate and assign space within the Governing Board office.

When necessary to provide back-up coverage or to balance workloads: prepare public postings and preservation of board committee agendas, "3 or more" notices, actions and minutes, including audio and video recordings of the Governing Board in accordance with the requirements of the Open Meeting law and applicable policies of the Board.

Engage in professional development and training as appropriate to the position.

## **GENERAL REQUIREMENTS**

### **MENTAL TASKS**

Communicates. Reads. Comprehends. Performs functions from oral and written instructions. Evaluates written materials. Exercises independent judgment within applicable laws and policies.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses automated and non-automated office equipment, including but not limited to computers, telephones, printers, copiers, facsimile machines, telecommunication devices, transcribers, and dictation/recording equipment.

### **WORKING CONDITIONS**

Indoors. Office environment. Contact with board members, employees, and public.

### **CONTROL, SUPERVISION**

Supervises two subordinate positions.