



# HAMBURG CENTRAL SCHOOL DISTRICT

## NOTICE OF VACANCY

### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS

#### **Job Description:**

The ideal candidate will be experienced in managing a wide range of administrative and executive support related tasks, be able to complete traditional secretarial tasks, and will be able to work independently, as required. This person must be exceedingly well organized, flexible, and enjoy the administrative challenges of supporting the Office of the Superintendent and the Board of Education. The ability to support staff at all levels efficiently, professionally, and confidentially, is crucial to this role. Expert written and verbal communication skills and attention to detail are equally important.

#### **Executive Assistant to the Superintendent of Schools & Secretary to the Board of Education:**

Supports and facilitates all areas of work of the Office of the Superintendent, including, but not limited to:

- Responsible for calendar management, requiring interaction with both internal and external stakeholders, as well as coordinating the details of large and small meetings involving the Superintendent.
- Appropriately manage incoming and outgoing electronic communications on behalf of the Superintendent and the Board of Education, as needed.
- Function as part of a collaborative Central Office team.
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.
- Assist in data collection and presentations as directed by the Superintendent.
- Prioritize and manage multiple projects simultaneously, and follow through on tasks in a timely manner.
- Work closely with the Superintendent to coordinate and manage all work that flows through the office in an effective and efficient manner. This includes work flow for the Human Resource office, as needed.
- Exemplify the core beliefs of the district in all dealings with internal and external stakeholders.
- Be passionate about the Hamburg Central School District's obligation to the children and families we serve.
- Support and facilitate the work of the Board of Education relating to daily matters and meetings of the Board.
- There are no supervisory responsibilities associated with this position.

**Executive Assistant to the Superintendent of Schools & Secretary to the Board of Education  
Must Have:**

- Excellent clerical skills and calendar management skills, including the coordination of executive meetings.
- Strong knowledge of Google Docs, as well as MS Office, including Word, Excel, PowerPoint, etc.
- Experience with webpage management, Twitter, Facebook, and other emerging technology tools.
- Experience at successfully adapting to current workflow processes, while also possessing the ability to be creative and innovative in proposing thoughtful options to continuously improve workflow and outputs of the Superintendent's office.
- Strong interpersonal skills, especially the ability to interact kindly and professionally with anyone contacting the Office of the Superintendent.

**Preference May Be Given To Candidates Who Possess:**

- Extensive support experience in a professional service environment.
- A Bachelor's Degree

**Competitive Salary & Benefits:** This is a 12 month position  
Starting salary \$54,500 (Negotiable, based on experience)  
Excellent health insurance package (85% District funded)  
Excellent vacation, sick & personal days

**Effective Date:** To Be Determined

**Application Process:** Please submit an online application using the WNYRIC Application Tracking System, [www.wnyric.org/application](http://www.wnyric.org/application) and include the uploaded documents listed below as attachments to your electronic application:

1. Letter of Interest addressed to the Office of Human Resources
2. Resume
3. Three Letters of Reference