

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT, EO-08

DUTIES SUMMARY:

Provides staff assistance to the Superintendent of Education as assigned; acts as liaison between the Department and labor organizations and state and federal legislators; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by its responsibility to provide a variety of staff services to the Superintendent of Education in administrative and assigned internal management functions requiring extensive coordination of activities which support and contribute to the effective and efficient management of the Office of the Superintendent. It is involved in the total management process and is concerned with integrating administrative services with the operational management of the Department. A position in this class performs under the executive direction of the Superintendent of Education and is given wide latitude in carrying out assigned responsibilities.

EXAMPLES OF DUTIES:

1. Assists the Superintendent as Secretary to the Board of Education by doing all the necessary staff work in the development of the agenda for each Board meeting.
2. Performs follow-up for all requests made to the Superintendent by the Board of Education.
3. Serves as liaison between the Department of Education and the labor organizations.
4. Assists the Superintendent in preparing and reviewing all legislative presentations.
5. Provides the Superintendent with information and interpretations of state and federal legislation and current legislative activities.
6. Serves as the state contact with area legislators and other legislative and government officials, as directed.
7. Enlists the cooperation of state and federal legislators in the introduction of legislation, as directed; interprets the state's position on various items of legislation through personal contacts, committee testimony, and correspondence.
8. Provides the Superintendent with current copies of legislation and with timely reports on the status of pending legislation.
9. May supervise and evaluate clerical personnel.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in arts and sciences, business administration or education which included course work in effective communication, public administration and American society; **AND**

Experience: Seven (7) years of responsible professional work experience in public or business administration of which four (4) years shall have been in an education program, agency or system; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Knowledge of: American institutions and contemporary issues; expository writing; principles of communication; organizational communication; organizational change and effectiveness; labor management relations in the public sector; public relations; group decision making and interpersonal persuasion; social problems and change; foundations of American education; public administration and organizational theory; laws, rules, regulations and administrative procedures pertinent to the work of the Board and Superintendent.

Ability to: Plan, organize and implement assistance to the Superintendent and Board of Education in the conduct of administrative and executive functions through attending to administrative details, analysis and liaison; communicate effectively with others both orally and in writing; operate computer and other business machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION: None

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE: None