

School Board Agenda Item CC-2
March 17, 2014

Executive Summary

Revised Job Description for the Manager II, Administrative Support Position

Background: This item is being recommended for School Board approval to meet requirements for revised job description.

Position Title: Manager II, Administrative Support

Division(s)/Department: Chief of Staff

Salary Band: **B** Range: **\$59,773 - \$97,947** Point Range: **845-944**

Salary Schedule: **2013-2014 ESMAB Salary Schedule**

Recommendation Policy Status: Organizational Chart Job Description – **First** Reading

Rationale: The job description is being revised to update the qualifications and performance responsibilities of the position. The revision will ensure the job description accurately reflects the required minimum and preferred qualifications, accountability, goal and appropriate salary band of the position. The modifications presented better align to the District's Strategic Plan.

The purpose of the Manager II, Administrative Support is to oversee Official School Board Records, the coordination of Superintendent travel and visitations within the District and the custodial services, maintenance, grounds, deliveries, mailrooms, security, parking, budget, bookkeeping contractors, etc. of all locations designated as administrative sites.

Revision of the job description does not impact the salary band of the position. The position is filled and will not require staffing changes.

Cost: There is no additional financial impact to the District.