



**Job Title:** Administrative Services Manager

**Department:** Superintendent

**Reports To:** Superintendent

**Grade:** BG-06

**Number of Days:** 12 Months

**Security Access:** ESC

**Overtime Status:** Exempt

**Last Revised Date:** April 20, 2016

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Coordinate all administrative support for the offices of the Superintendent and Deputy Superintendent including operations, logistics coordination, budget maintenance, and related duties. Support the Superintendent and Deputy Superintendent with program/project coordination, which may include planning, budgeting, leading project teams and executing project priorities. Develops necessary materials and communications for meetings and events. Lead and facilitate professional development for administrative support

staff to maximize efficiencies in the executive team offices. Ensure strategic collaboration with appropriate internal and external personnel to accomplish district goals and objectives.

**Minimum Qualifications:**

- Alignment with vision, values and goals of TPS
- Bachelor's degree or minimum of 10 years of experience in the administrative services field or related
- Exceptional customer service skills

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinate all administrative support for the offices of the Superintendent and the office of Deputy Superintendent to ensure maximum efficiency
- Assist with budget development and monitoring for the offices of the Superintendent and Deputy Superintendent
- Researches, collects and prepares background information or materials as necessary
- Assists in research, content development, and creation of presentations
- Supports the Superintendent and Deputy Superintendent with program/project coordination, which may include planning, budgeting and tracking
- Develops necessary materials and communications for meetings and events
- Ensures strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by the Superintendent
- Lead training and development of the executive assistants to ensure norming of practices and optimal support functions of the executive team
- Facilitate the coordination of the executive assistants to ensure alignment, communication and efficiency across the executive team
- Support the operations of the office of the Superintendent operations and works with staff to ensure organizational effectiveness and efficiency
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Project coordination/management skills
- Knowledge of best practices in administrative support functions
- Thorough knowledge of the functions and organization of the school district
- Proficient in MS Windows, Word, Excel, PowerPoint, and internet
- Ability to research and prepare reports
- Exceptional communication, organizational and administrative skills required
- Excellent customer service skills required
- Ability to work under limited supervision using standardized practices and/or methods
- Ability to collaborate with others at multiple levels of the organization
- Ability to work under pressure and meet deadlines
- Required to work flexible hours

**Supervisory Responsibility:**

- Administrative assistant and executive administrative assistant/deputy clerk of the Board

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events, meetings, and visit school sites occasionally

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*