AUBURN
Human Resources

Deputy Board Secretary
Job Description

JOB INFORMATION

Job Code	DB21
Job Description Title	Deputy Board Secretary
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

JOB SUMMARY

Reporting to the Board Secretary, the Deputy Board Secretary coordinates certain operations of the Board Office and trustee affairs, including logistics and concierge services associated with trustee meetings and events. Coordinating with the Board Secretary, general duties include:

RESPONSIBILITIES

- In conjunction with the Board Secretary, serves as a liaison for communication between the Board of Trustees and other Auburn University logistical and senior level administrators.
- Ensures and maintains proper keeping of records and documents pertaining to the affairs of the Board of Trustees, including assistance with the corporate seal.
- Arranges meetings, appointments, conferences and travel for Board Members and the Board Secretary and works with other administrators' schedules to coordinate appointments and maintains calendars for reservations of conference rooms and other reserved spaces. Complies with laws, Bylaws, and policies regarding the same.
- Monitors and reviews spending of trustee budget accounts to ensure requirements are met and accounts are not over-expended.
- Compiles materials in relation to the Board Secretary's Office functions, assist with the preparation of agendas, and distributes minutes for meetings. Assists committee chairs, lead trustees, and campus office leadership in compiling and circulating proposed Board agenda items and ensuring the accuracy of those materials and the meeting agendas.
- Review Board actions for compliance with policy and previous Board resolutions and history.
- In conjunction with the Board Secretary, supports the Board of Trustees regarding concerns, issues, and areas of interest by providing context and background information, and coordinating research, projects, special requests, and initiatives as assigned by the Board Secretary.
- As advised by the Board Secretary, communicates with and advises campus leadership of Trustee concerns, perspectives, and suggestions.
- Assist with the maintenance of confidential records and files, including but not limited to records of Board vacancies, terms, biographies, contact information, and other materials.
- Serves as liaison to administration in preparation for all meeting materials utilizing the online system for instant review of all scheduled agenda review meetings and all Board of Trustees meetings and reconvened meetings.
- Assists Board Secretary with support of searches for university president, when applicable.
- Assists Board Secretary with the process of appointing and administering the five-member Trustee Selection Committee for any vacant trustee positions that arise, this process includes initial announcement to all

RESPONSIBILITIES

	campus and community groups from the Governor’s Office, collecting all submissions addressed to the Selection Committee, and administering the selection process through interviews, confirmation, and Alabama Senate appointment.
•	Assists the Board Secretary in communication with the State of Alabama Revenue Service in review of the assignments of the Auburn University Vanity Tags and yearly review of renewals and non-renewals for accuracy in assignments.
•	Serves as a liaison to Emeritus Trustees and family members of deceased Board members.
•	Schedules and manages orientation for Trustees.
•	Assists the Board Secretary with speech writing, presentations, and responses to constituent and media information requests regarding the Board and crisis/media management issues.
•	Drafts and prepares correspondence for the Board and for the Board Office upon request.
•	Interacts with AU officials and special interest groups and maintains positive relationships throughout the Auburn community.
•	Advises administrative staff members on policies, interpretations, and procedures pertinent to the overall administration of the Board Secretary's Office.
•	Plans and develops special events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Communication, Human Development, Public Relations, Higher Education, Industrial/Organizational Psychology or related field.	and	8 years of	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability in higher education. Experience interacting with the public and high profile individuals, including external executives and/or Board of Director members.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial, operational, human resources and administrative functions.	
Ability to advise other professionals on policy and procedures	
Working knowledge of higher education structure and functions including the University's educational mission, strategic goals and programs	
Advanced knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.