

**GOVERNMENT OF THE VIRGIN ISLANDS
VIRGIN ISLANDS BOARD OF EDUCATION**



VACANCY ANNOUNCEMENT

Job Title:	Executive Assistant	Closing Date:	Open until filled
Agency:	VI Board of Education	Location:	St.Thomas, U.S. Virgin Islands
Salary:	Starting at \$65,000	Class:	Unclassified

DEFINITION: The VI Board of Education's ("VIBE") Executive Assistant provides highly responsible secretarial and administrative work. This position coordinates and supervises a variety of clerical and secretarial functions such as review of documents for payment, reconciles time and attendance cards, types vouchers, requisitions, daily collections and payroll and record forms. Duties and responsibilities vary depending upon the agency to which the employee is assigned.

EXAMPLES OF DUTIES: Assists in the planning, development and execution of operating procedures and policies. Collects, sorts, and assembles agency wide information and prepares reports, such as budget estimates, annual and other periodic reports including findings, conclusions and recommendations. Directs and conducts a variety of studies and investigations of problems affecting agency operations; advises supervisor of problems and possible solutions. Responsible for organizing regular/special board meetings and hearings. Coordinates the preparation of packages for all Board meetings. Convey information regarding policies, laws, and regulations to promote compliance. Performs liaison work between agencies and representatives of other organizations including but not limited to, interagency communication regarding the development, interpretation and implementation of VIBE and/or education related programs and procedures. Maintains weekly, monthly, quarterly and annual calendar of activities for the agency. Receives in-person, telephonic, and electronic communications from stakeholders and exercises judgment in screening those which can be handled by appropriate staff and tactfully referring such communications. Arrange all necessary travel arrangements to include air/land transportation, lodging, per diem/Arrange all necessary travel arrangements to include air/land transportation, lodging, per diem/cash advance requests; and coordinates the scheduling of related meetings. Ensures that new and revised policies and procedures are properly recorded and disseminated to appropriate stakeholders. Responsible for maintaining an acceptable filing system, including the cataloguing of board meeting agendas, minutes and transcripts, resolutions, etc. Prepares all correspondences originating from the Board. Prepares a variety of correspondence for the Executive Director's review and signature. Handles the mail to/from Executive Director and forwards assignments to staff. Maintains a good working relationship with VIBE staff and the Board. Performs other related work as required.

MINIMUM QUALIFICATIONS: Bachelor's degree in Public or Business Administration, or closely related field from an accredited college or university. A minimum of least five (5) years of progressive experience as an Administrative Assistant or similar role is required. Must be proficient in Microsoft Office applications. Excellent communication and composition skills. General understanding of office systems and basic accounting. Valid VI driver's license required.

HOW TO APPLY

Persons interested in this position must submit an application and current resume. The application package must be emailed to Sandra Bess, Executive Director at sbess@myviboe.com with "Executive Assistant position" in the subject line. Please call 340-774-4546, option 5 to confirm the VIBE's receipt of your email..