

Frank J. Bolaños, Chairman

**DISCUSSION ITEM: EFFICIENT OPERATION OF THE SCHOOL BOARD MEMBERS' & CHAIRMAN'S OFFICE**

**COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

As the School Board has taken steps to strengthen its policy-making role and restructured its committees to better align with the strategic plan of the school district, the opportunity exists to strengthen the board's management of this role and of its initiatives to be more efficient and effective.

It is proposed that the contracted position of Board Liaison be established and classified and serve the entire Board in managing their policymaking role. Specifically, this position will serve as the Board's primary strategic liaison to the Superintendent's Cabinet, oversee follow-through on board actions and requests, manage the committee process, assist Board members in developing Board items and will be responsible for all administrative operations and functions of the Board Members' Office which includes management of staff, budget, administration, policies and procedures.

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The present School Board Office Manager PAC that is allocated in the Board Members' Office would be converted into a PAC to support the establishment of this position. Due to the difference in the base salary and associated fringes, the net cost for establishing this position is \$40,166.

Conditions of the employment contract for the position of Board Liaison provide for an initial employment term of 12 months, with compensation at an annual salary range between \$72,842 and \$117,526. The salary amount shall remain in effect throughout the term of the contract. The contract also provides for the individual to be granted vacation and sick leave as provided to managerial exempt personnel. The employee shall be entitled to membership in the Florida Retirement System.

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The employment contract may be terminated by the Board or employee on 30 days written notice to the Board or to the employee, as the case may be, it being understood that except as so provided, the contracted employee's right to employment shall be subject to the Board's absolute right to terminate the employment agreement at will.

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Attached is the Board Liaison job description.

REVISED

B-2

**RECOMMENDED BY**

**MR. FRANK J. BOLAÑOS:** That The School Board of Miami-Dade County, Florida, establish and classify the contracted position of Board Liaison, with an annual salary range between \$72,842 and \$117,526.

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FJB:mtp

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

### IDENTIFICATION INFORMATION

1. JOB TITLE: Board Liaison
  2. DEPARTMENT: The School Board of Miami-Dade County, Florida
  3. IMMEDIATE SUPERVISOR: Chairperson of The School Board of Miami-Dade County, Florida
  4. PAY GRADE: (Contract)
  5. JOB CODE: TBA
  6. BARGAINING UNIT: 6
  7. DATE OF LAST REVISION: May 16, 2005
  8. POSITION AUTHORIZED: Board Item B-2, May 18, 2005
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### OCCUPATIONAL SUMMARY

The Board Liaison is responsible for facilitating all operations and functions of the Office of The School Board of Miami-Dade County, Florida; which includes coordinating staff and managing budgets, administration, policies and procedures. Serves as the Board's primary liaison to the Chief of Staff for the Office of the Superintendent of Schools.

### EXAMPLE OF DUTIES

1. Designs, establishes, and/or maintains organizational structure and staffing to effectively accomplish the goals and objectives of The School Board of Miami-Dade County, Florida.
2. Acts as the School Board's primary liaison to the Chief of Staff for the Office of the Superintendent of Schools to ensure Board members are kept fully apprised of issues and concerns regarding District affairs.
3. Facilitates work with the Office of Communications to aid Board members in implementing District marketing strategy per the direction of The School Board of Miami-Dade County, Florida..
4. Assists Board members as well as Board staff in researching, preparing or editing Board agenda items, legislative memoranda or correspondence.
5. Manages the School Board committees' process and coordinates schedules, follow-ups, requests for additional information, etc.

Job Code TBA School Board Liaison

6. Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on strategic issues, as deemed appropriate by The School Board of Miami-Dade County, Florida.
7. Provides status reports on critical issues as directed by The School Board of Miami-Dade County, Florida.
8. Facilitates the responses to media requests/calls and directs to appropriate Board or District staff for resolution.
9. Prepares correspondence and compose routine correspondence independently.
10. Coordinates special projects on behalf of the Chairperson of The School Board of Miami-Dade County, Florida.
11. Provides assistance to Board Administrative Assistants as it relates to the use of online CICS applications such as PERS, TRVL, ISIS.
12. Performs other duties comparable to the above, as the above duties describe only typical, primary features of the job.
13. Performs other duties related to general administrative responsibility as assigned.

**PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, standing, walking, pushing, pulling, lifting, finger dexterity, repetitive motions, talking, hearing, and visual keenness. The work is performed primarily indoors.

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Education, Business Administration, Public Administration or a related field. *Master's Degree desirable, but not required.*
2. Minimum of five (5) years of progressively responsible administrative, supervisory, and/or professional experience in a large public organization.
3. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.
4. Possess thorough knowledge of public school system's organizational structure and associated functions.
5. Possess knowledge of organizational structure, workflow, and operating procedures.
6. Ability to perform complex tasks and prioritize multiple projects.

7. Possess strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
8. Ability to foster a cooperative work environment.
9. Possess demonstrated leadership, organizational and management skills.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
ROUTING SLIP**

**IDENTIFICATION INFORMATION**

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- 2. DEPARTMENT: The School Board of Miami-Dade County, Florida
- 3. IMMEDIATE SUPERVISOR: Chairperson of the School Board of Miami-Dade County, Florida
- 4. PAY GRADE: (Contract)
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- 6. BARGAINING UNIT: 6
- 7. DATE OF LAST REVISION: May 16, 2005
- 8. POSITION AUTHORIZED: Board ItemB-2, May 18, 2005

Reason For Review:  Advertisement  
 Board Action/Establish and Classify, Reclassification, or Reorganization  
 Other \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Originating Administrator  
Print Name
Originating Administrator  
Signature
Date

Approved By: \_\_\_\_\_  
Chief Officer/Assistant/Associate/  
Deputy Superintendent  
Print Name
Chief Officer/Assistant/Associate/  
Deputy Superintendent  
Signature
Date

Reviewed By: \_\_\_\_\_  
Civil Rights and Diversity  
Compliance  
Print Name
Civil Rights and Diversity  
Compliance  
Signature
Date

Approved By: \_\_\_\_\_  
Compensation Administration  
Print Name
Compensation Administration  
Signature
Date

No Changes to Job Description: \_\_\_\_\_  
Administrator  
Print Name
Administrator  
Signature
Date

Reviewed By: \_\_\_\_\_  
 (If Applicable) DCSAA Representative  
Print Name
DCSAA Representative  
Signature
Date

**PLEASE RETURN TO COMPENSATION ADMINISTRATION - SBAB Annex Room #143**