

Secretary - Non-School Building

Purpose Statement

The job of Secretary - Non-School Building is done for the purpose/s of providing complex and confidential secretarial and administrative support to the program administrator; conveying information regarding learning center functions and procedures; ensuring efficient operation of support functions; and coordinating projects and site activities.

This job is distinguished from similar jobs by the following characteristics: This secretarial position serves non-school building programs such as Advanced Learning Center, Legacy Program, Oakridge and Bridges programs.

This job reports to the Program Administrator

Essential Functions

- Answers telephone for the purpose of directing calls to the appropriate personnel and answering questions.
- Attends meetings, workshops and seminars (e.g. instructors, etc.) for the purpose of providing information, recording minutes, coordinating materials and supporting the needs of the attendees.
- Compiles data from a variety of sources (e.g. financial information, enrollment, demographics, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes a variety of complex documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information to district personnel, the public, etc.
- Coordinates a variety of programs and/or activities (e.g. meetings, site in-service day activities, workshops, travel and accommodations, appointments, job interviews, observations, substitutes, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a wide variety of manual and electronic files and records (e.g. accident reports, principal files, purchase orders, ALIO program, financial files and reports, time cards, travel vouchers, leave sheets, attendance reports, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Maintains inventory of supplies and materials (e.g. teacher/program supplies, etc.) for the purpose of ensuring items' availability.
- Monitors assigned departmental activities and/or program components (e.g. attendance reports, inventories, purchase orders, etc.) for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Performs clerical functions (e.g. copying, faxing, filing, sorting mail, inputting work orders, tracking purchase orders and receipts from staff, etc.) for the purpose of helping the learning center run more efficiently.
- Processes a wide variety of documents and materials (e.g. new student registration, withdrawals, medical records, immunization records, book orders, bids, etc.) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.

- Researches a variety of information (e.g. bids for equipment, student transportation needs, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, workshops, travel arrangements, facilities usage, coverage for teachers when no substitute is available, etc.) for the purpose of assisting in meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities.
- Serves as a liaison to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; and business telephone etiquette.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range