

**Job Title:** Administrative Secretary, CTE  
**Department:** Career & Technical Education  
**Reports To:** Director of CTE  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 10



## **SUMMARY**

The CTE Administrative Secretary performs secretarial duties for the CTE Department and serves as the Executive Secretary for the Director of Career & Technical Education. The CTE Administrative Secretary has lead and primary responsibility for all office administrative functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Answers telephone to provide information, take messages, or transfer calls.

Greets visitors and directs to appropriate area or person.

Composes, or transcribes from rough draft, routine correspondence, bulletins, memorandums, and other material.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including email and faxes.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Orders and dispenses office supplies.

Purchase equipment for CTE programs, manages inventory.

Reconcile credit cards and purchase cards.

Manage departmental car.

Maintains official financial files.

Maintains information needed for budget purposes.

Maintains and manages all CTE Educator budgets.

Plans and arranges the maintenance and preparation of information needed for budget reports.

Designs and organizes filing systems.

Acts as custodian of files.

Generates reports from Powerschool for attendance.

Generate reports from Precision Exams for budgets.

Manages tuition & paperwork for Cosmetology students.

Manages placement files for Perkins funding and manages Perkins grant

Manage AG teachers time on Kronos and stipends for CTE teachers. Studies new regulations and applies them in preparing reports and maintaining records.

Arranges, coordinates, and monitors travel requests, schedules, and reservations.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have working knowledge and experience with Microsoft Office software, specifically Excel.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to audit financial and other records.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school and one year related experience and/or training; or equivalent combination of education and experience.

Must have working knowledge and experience with Microsoft Office software, specifically Microsoft Excel.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Director of CTE</b>			Date: <b>07/18/2005</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>07/20/2005</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>02/26/2007</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>05/23/2013</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>11/22/2019</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	