

Job Title: Secretary
Department: Technology and Media Department
Reports To: Technology & Media Director
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

The Secretary provides clerical support to the Technology and Media Department by performing the duties listed below.

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 and screens department incoming telephone calls and correspondence and responds independently when possible. Specifically must maintain a professional manner regarding public relations and sensitive issues. Maintains copies of correspondence or other printed materials.

Answers and screens administrator's telephone calls, arranges conference calls and schedules meetings.

Manages Help Desk by directing phone calls and emails to appropriate support staff and creating associated technology support tickets.

Manages Federal E-Rate reimbursement for equipment.

Tracks Technology Department projects.

Reconciles credit card and P-Card transactions.

Generates correspondence, including email and faxes.

Coordinates the supervisor's schedule and makes appointments.

Greets visitors and refers to the appropriate person or area.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, monthly newsletter, and other materials.

Designs and organizes filing systems; acts as custodian of documents and records.

Coordinates and attends meetings and professional training. Prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings/training. Setups and cleanups for all meetings.

Arranges programs, events, or conferences by arranging for facilities and caterers, issuing information or invitations, coordinating speakers, and controlling event budget.

Follows up with staff members to ensure that various commitments made at conferences and meetings are met.

Monitors, arranges, and coordinates department travel schedules and reservations, including transportation, housing, and per diem. Arranges complex and detailed travel plans and itineraries, and compiling documents for travel-related meetings.

Generates purchase orders, travel requests, and mileage reimbursement forms.

Orders and maintains supplies and arranges for equipment maintenance. Maintains department inventory.

Works with and assists other secretaries in the department as needed and available.

Manages orders from schools and processes bids, purchase orders, and other orders.

Creates needed documents to monitor expenditures, track program funds, and to prepare monthly budget reports generated by general ledger/accounting software system. Creates and maintains database, spreadsheet files, and applicable calendars.

Monitors and tracks department budgets. Maintains information needed for budget purposes.

Works with vendors to obtain quotes and best pricing.

Assists technology administrators by monitoring expenditures, and tracking applicable program funds.

Assists technology administrators with applicable school, community, state level, and other activities.

Studies new regulations and applies them in preparing reports and maintaining records.

Works closely with other district departments to ensure compliance and follow district procedures.

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.*

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 respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Strong written and oral communication skills. Strong presentation and interpersonal skills.

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 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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Experience using office software with advanced skills using spreadsheet, productivity, and publishing software required.

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 frequently required to stand, walk, sit, use fingers and hands to handle, reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and 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 employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II			Date: 8/14/2006
Approved By: Human Resources Director			Date: 8/14/2006
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 6/5/2008
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 10/26/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director	Date: 09/10/2021
<input type="checkbox"/> Review	<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:	