



Position Description

Administrative Secretary

Salary Level: Based on Experience and Qualifications

Contract/Benefits: Set by Board of Directors

Location: District Office

Reports To: Designated District Level Administrator

Qualifications:

1. Two to three years related experience and/or training.
2. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. Ability to access the Internet and collect research on methods and samples of procedures and documents in other districts or organizations.
6. To perform this job successfully, an individual should have knowledge of spreadsheet software, and word processing software.
7. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
8. 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.
9. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable.

Summary

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves supervisor of clerical work and minor administrative detail by performing the following duties:

Essential Duties and Responsibilities

1. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by supervisor.
2. Assists in maintaining accurate records related to the superintendent's progress toward achieving board identified goals.
3. Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer, or transcribes from voice recordings.

4. Composes and types routine correspondence.
5. Organizes and maintains file system, and files correspondence and other records for the superintendent and project manager.
6. Answers and screens supervisor telephone calls, and arranges conference calls.
7. Coordinates supervisor's schedule and makes appointments for the superintendent and project manager.
8. Greets scheduled visitors and conducts them to appropriate areas or persons.
9. Arranges and coordinates travel schedules and reservations.
10. Performs secretarial duties and responsibilities as assigned by the superintendent.
11. Conducts research, and compiles and types statistical reports as required by the superintendent, project manager, and federal projects director.
12. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
13. Makes copies of correspondence or other printed materials.
14. Prepares outgoing mail and correspondence, including e-mail and faxes.
15. Orders and maintains supplies, and arranges for equipment maintenance.
16. Prepares agendas, minutes, and other documentation for meetings.
17. Maintains supervisor's budget.
18. Prepares reports for the superintendent and project manager.
19. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the supervisor.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve transportation effectiveness; Meets commitments made to parents and the community; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Makes self accessible to principals and staff; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and

on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands

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

While performing the duties of this job, the secretary is regularly required to talk or hear. The secretary is frequently required to walk, climb stairs, bend, and lift. The secretary is required to use hands to fingers or handle documents, telephone, etc. The secretary is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position