

Administrative Secretary - Department/Program

Purpose Statement

The job of Administrative Secretary - Department/Program is done for the purpose/s of providing administrative and secretarial support to assigned Administrator; ensuring compliance of Department records with financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

Essential Functions

- Compiles data from a variety of sources (e.g. timesheets, purchase orders, invoices, auditor requests, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of activities/programs (e.g. professional development classes, meetings, workshops, departmental purchase requests, acquisitions, authorizations, agreements, billings, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations and events (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 documents, files and records (e.g. calendars, schedules, department records, inventory, supplies, reference materials, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors assigned district activities and/or program components (e.g. software acquisition, department purchase orders, staff development credits, census reporting, records, audits, student transcripts, special area budgets, etc.) for the purpose of coordinating activities and ensuring compliance with established district policies.
- Prepares a wide variety of reports, documents and correspondence (e.g. purchase orders, transportation requests, fiscal and statistical reports, forms, brochures, manuals, employee certifications, handbooks, DES billings, registrations, reports, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a variety of topics (e.g. current practices, policies, education codes, hardware and/or software applications, vendors, consultants, current technology, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Schedules a wide variety of events (e.g. conferences, meetings, evaluations, testing, interviews, referral appointments, etc.) for the purpose of complying with district/state/federal policies and requirements.
- Supports assigned Administrator(s) for the purpose of providing assistance with administrative functions.

Other Functions

- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform 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 utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation and office application software.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide 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 significant diversity of individuals and/or groups; 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 moderate. 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 detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card Required,
Measles/Rubella Immunity/Vaccination
Valid form I-9

FLSA Status

Non-Exempt

Approval Date

Salary Grade

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