



Hays Consolidated Independent School District

Job Title: Secretary to Athletic Coordinator

Wage/Hour Status: Nonexempt

Reports to: Athletic Coordinator

Pay Grade: PP06

Dept./School: High School Assigned/Feeder Middle Schools

Date Revised: June 2025

Primary Purpose:

Provide bookkeeping and secretarial support for the high school and feeder middle school's athletic departments.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to use software to develop or maintain spreadsheets and do word processing
Ability to maintain accurate and auditable records
Ability to work with numbers in an accurate and rapid manner to meet established deadlines
Effective organizational, communication, and interpersonal skills

Experience:

Three years bookkeeping and general office experience required. Prior school district work preferred

Major Responsibilities and Duties:

Reception and Phones

1. Receive incoming calls, take reliable messages, and route to appropriate staff.
2. Assist students, teachers, coaches, and parents as needed.
3. Schedule meetings and appointments and maintain calendar.

Recordkeeping

1. Maintain accurate physical and computerized records for all fundraising, purchasing, activity funds, UIL, student-athlete participation, coaches' certifications, travel, and other data as needed.
2. Coordinate systematic checks and balances including audits of budgets and activity accounts.
3. Maintain all record retention meeting Hays CISD policy requirements.

Reports and Correspondence

4. Prepare end of month financial reports for all activity funds.
5. Handle all athletic department correspondences including player participation forms and athlete eligibility forms.
6. Update "sports line" information daily as needed.
7. Prepare written correspondence including forms, schedules, reports, agendas, minutes, and other material as needed.
8. Receive all incoming athletic department mail and disseminate to appropriate personnel.
9. Update handbooks, policy manuals, and other documents.
10. Maintain several department and event calendars.

Gate Ticketing System and Game Set Up

11. Prepare money boxes, tickets, electronic ticket point of sale system, and forms for all home games.
12. Prepare and process pre-game football ticket sales.
13. Prepare and process season ticket sales for all sports.
14. Reconcile all game ticket sales utilizing PayK12 (Ticketracker) system.
15. Prepare and process payment information for officials, gate ticket workers, custodians, and other event/game workers.
16. Create online sales options for athletic items using PayK12 (Ticketracker) system.
17. Create and process weekly ACH deposits for incoming sales of athletic items and game tickets from PayK12.
18. Create reports and reconcile sales for all items sold in PayK12.

Accounting, Bookkeeping and Purchasing

19. Administer activity fund and budget accounts-receive, receipt, deposits of monies, write checks, and balance accounts.
20. Comply with district guidelines for audit requirements to maintain fiduciary responsibility.
21. Receive, count, receipt, and deposit all monies from athletic events. (Some Middle School events).
22. Utilize, maintain, and reconcile procurement card purchases (P-Card).
23. Maintain accuracy of all financial records for audits utilizing district forms and procedures.
24. Purchase all equipment, supplies, assets, etc. for the athletic department.
25. Reconcile all budget accounts including substitutes and field reports to verify accuracy budget coding.
26. Assist in development of departmental budgets.

Inventory and Fixed Assets

27. Maintain constant inventory of office supplies, equipment, soft goods, and other athletic items.
28. Utilize HCISD Fixed Assets Program to purchase, receive, and/or dispose of assets.
29. Maintain databases for uniforms, equipment, soft goods, and other assets.
30. Maintain all assets inventory including technology items.

Facility Management and Event Coordinating

31. Coordinate all athletic facility rentals to public entities, community, and others.
32. Facilitate and organize all athletic events including games, summer camps, banquets, etc.
33. Set up workers, staff, and appropriate personnel for all events/games.
34. Process facility rental agreements according to HCISD standards.
35. Submit all work orders for maintenance of the athletic facilities.
36. Host Playoffs to include turn-key set up for renters.
37. Purchase, coordinate, and/or process all awards, certificates, letter jackets, and other accolades for athletes and events.

Student and Employee Travel

38. Coordinate all athletic employee clinics, training, and memberships.
39. Process and set up hotels, car rentals, and other travel as needed for athletic personnel and student-athletes.
40. Prepare funding for all athletic events including Post-Season.
41. Reconcile all post-travel arrangements and reimbursements.

Office/Clerical

42. Assist all athletic staff with daily needs.
43. Working knowledge of Microsoft Office, Excel, Power Point, Word, Publisher, Quicken, Tyler Munis, RankOne, Ticketracker, HUDL, and websites.
44. Communicate effectively with all members of the school district and community.
45. Ensure that all activities conform to district, state, and UIL guidelines.
46. Attend necessary job related professional development.
47. Demonstrate sound judgement disseminating information and always maintaining confidentiality.
48. Necessary travel to other campuses and/or departments.
49. Effective time management skills with the ability to work unsupervised.
50. Ability to work under pressure with several tasks going at once.

Other

51. Sort, distribute, or deliver mail and other documents.
52. Follow district safety protocols and emergency procedures

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions, frequent keyboarding and use of mouse.

Lifting: Occasional light lifting and carrying (less than 15 lbs.).

Environment: Use of vehicle is necessary to run errands and pick up supplies as necessary. Requires some flexibility in work hours.

Mental Demands: Maintain emotional control under stress.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #