Reports to:	Chief Community Engagement Officer
School/Department:	Community Engagement
Pay Grade:	Office Professional/CS8
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	November 2026

Primary Purpose:

Provides office professional support for a central administrative office in coordinating office activities and performing advanced level secretarial/clerical duties for the Chief Community Engagement Officer, and other team staff members, in support of the on-going operations of the office.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Twelve (12) hours of college accounting coursework or comparable preferred from an accredited college or university recognized by the US Department of Education
- Professional Bookkeeping Certificate preferred.

Special Knowledge/Skills:

- In-depth knowledge of school district organization, operations, office administration, and administrative policies and procedures
- Knowledge of standard office procedures and practices including event and activity planning
- Knowledge of TEA Financial Accounting Systems Resource Guide (Texas public school district accounting guidelines) and Generally Accepted Accounting Principles (GAAP)
- Knowledge of accounting principles for governmental fund accounting
- Knowledge of budgeting, purchasing, accounts payable, payroll, and inventory
- Strong understanding of technical and financial systems
- Skill in assisting telephone and walk in customers using proper etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in using Microsoft and Google applications, financial systems (Tyler MUNIS preferred), and web-based data management systems and software packages.
- Skill in bookkeeping such as reconciliation, journal entries, account balance, and reporting
- Skill in basic mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions with a high level of data accuracy
- Skill in document preparation utilizing proper format, spelling, grammar, punctuation, and proofreading
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to support and adhere to the Financial Services Division Code of Ethics.
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, parents, co-workers, volunteers, vendors, and the general public

Experience:

- Five years verifiable secretarial/clerical experience preferably in an administrative support role to a division, department or campus head level with bookkeeping exposure and extensive public and internal contact.
- School district, college/university, or government setting in a large department or campus preferred.
- Bilingual in Spanish helpful

Major Responsibilities and Duties:

Community Engagement Office Professional Support

1. Serve as department point of contact for walk in and telephone inquiries.
2. Answer and respond to incoming calls, including many inquiries, take reliable messages, and route appropriately.
3. Provide support to the Humble ISD Education Foundation at the direction of the Chief Community Engagement Officer/Education Foundation staff.
4. Maintain and reconcile KRONOS, AESOP and MUNIS for Community Engagement staff.
5. Use district guidelines to review and approve materials from community partners for distribution within and from Humble ISD on the Community Offers webpage.
6. Provide clerical support in the data collection and reporting for Scholarship administration, Teacher Wish Lists, School Annual Fund campaign data, department programs and events.
7. Order office supplies for the department; keep supply and common areas well organized and neat.
8. Receive, sort, and distribute mail and other documents to department staff.
9. Provide support for the execution of large-scale, high profile, districtwide events, including reserving venues, room set up and clean up, collecting RSVPS, recording attendance, securing and testing technology, purchasing refreshments, ordering, preparing and distributing supplies.
10. Process travel for department staff, including organizing and securing registration, hotels and transportation.
11. Prepare and process contracts for vendor services.
12. Shop for, pick up and deliver materials for meetings and events.
13. Be available to provide support outside traditional hours for special events.

Accounting

1. Perform routine to complex bookkeeping tasks and organize all financial data for the department.
2. Maintain budget accounts to ensure adequate funds are available.
3. Maintain multiple budgets and enter budget transfers as required.
4. Prepare and process purchase orders, payment authorizations, locating materials, and securing price quotations.
5. Review and reconcile Purchase Card transactions.
6. Learn and remain up to date on budget code structure.

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.

Communication

1. Receive incoming calls, schedule administrative appointments and interviews, answer questions, and direct calls to the appropriate party.

2. Use discretion and good judgement at all times, including outside of work and on personal social media, to maintain confidentiality of sensitive matters.
3. Maintain a positive and effective relationship with coworkers, supervisor, district officials and employees, vendors, outside agencies and organizations, volunteers, and the general public.
4. Provide outstanding customer service.
5. Maintain good judgment and decision making when dealing with supervisor, co-workers, district officials and employees, outside agencies and organizations, volunteers, and the general public.
6. May post links and documents to district website; assist internal and external customers with locating information on the district website.

Supervisory Responsibilities:

1. Provide work guidance in coordination and agreement with the Chief Community Engagement Officer to support office staff and volunteers engaged in related community engagement activities.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Chief Community Engagement Officer.
2. Attend professional growth activities to keep abreast of innovations in the related industry and remain current on new and emerging technologies.
3. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
4. Maintain an organized work environment.
5. Adaptable to new procedures and changes.
6. Perform other duties as assigned.

Equipment Used:

Computer, printer, copier, telephone, scanner, fax machine, and other related equipment to the area

Working Conditions

Work is performed in a climate-controlled office environment not readily accessible to the general public. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial and fast-paced atmosphere.

Mental Demands/Physical Demands/Environmental Factors

Occasional prolonged and irregular work hours with extended hours or non-business hours may be required to lessen impact to program operations - Remain flexible with schedule preferred
Work in a busy office environment and other event sites with frequent interruptions
Occasional travel within school district boundaries
Workload is deadline driven
Prolonged use of equipment and computers with repetitive hand motions
Sitting, standing, kneeling, squatting, stooping, bending, pushing, pulling, twisting, lifting and carrying
Frequent contact with parents, community, and/or other district/campus employees
Work location assigned requires physical presence in office
Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____
Reviewed by _____ Date _____