

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Soldotna, Alaska

NOTICE OF VACANCY

August 25, 2025

2025-26

Job Title:	Administrative Secretary III	Salary:	\$25.77/hr – Negotiations in Progress
Reports To:	Director of Elementary Education and Secondary Education	Range:	11
Location:	District Office Soldotna, Alaska	Hrs/Day:	8 hrs/day
		# Days:	259

JOB PURPOSE: To provide comprehensive secretarial and administrative support for a district level Director while demonstrating a commitment to continuous improvement and excellence in providing support for school principals, educators, and the parents/guardians of KPBSD's students.

Duties, Responsibilities, and Accountabilities:

1. **Administrative and Office Support:** Provides day-to-day administrative support to a district level Director and coordinators supervised by the Director. Carries out routine office duties, including reception duties, positively and professionally. Prepares a variety of high-quality written agreements, memos, letters, charts, spreadsheets, and other documents.
2. **Budget, Finance, and Payroll:** Assists in the preparation and implementation of annual program budgets in accordance with program goals and objectives. Monitors monthly expenditure statements for budgets and prepares documents required to maintain balanced accounts for review and approval by supervisors. Completes and processes payroll documents, procurement card statements, and substitute time for committee meetings or curriculum projects.
3. **Project, Program, and Grant Coordination:** Coordinates special projects, events, office activities, and committee meetings, including maintaining calendars, appointment schedules, arranging meeting rooms, and planning for employee travel when appropriate. Provides support to specialized projects and programs, such as Federally funded grant activities or competitive grant awards. Arranges and adjusts conference travel for directors, coordinators, administrators, and certified staff, organizes and adjusts meeting travel, food, supplies, and secures meeting locations. Works closely with supervisors, vendors, and school principals to obtain quotes and samples, and prepares accurate and detailed orders. Orders, tracks, and assists in facilitating the distribution of materials, equipment, or supplies purchased for use at school sites or for specific programs.
4. **Communication and Collaboration:** Manages the department's postings and event communications on the district's webpage and other methods, such as print and social media. Works collaboratively as a team with other district office staff to promote a high degree of efficiency and effectiveness across inter-related departments and activities.

Knowledge, Skills, and Abilities:

1. **Experience Requirement:** Three years of administrative assistant experience is required.
2. **Interpersonal and Communication Skills:** Possess exceptional interpersonal, organizational, communication (both written and verbal), and critical thinking skills, along with strong grammar and editing skills. Handle visits or phone calls from upset individuals calmly and professionally to support successful resolution of problems. Demonstrate an unquestionable commitment to maintaining confidentiality.
3. **Technical and Software Proficiency:** Be highly proficient with computers, particularly with all MS Office software. Utilize various applications and software to run reports, access and collect information, organize data, create spreadsheets, convey information, and create charts. Demonstrate the ability to quickly navigate new software or applications, seek support when necessary, and effectively use district computer systems. Understanding of the state Grants Management System or the ability to learn quickly.
4. **Financial and Grant Knowledge:** Be highly proficient in creating, monitoring, and adjusting multiple budgets. Research information related to Federally funded programs and competitive grant activities to provide accurate information and support to program specialists and the Director.

5. Organizational and Procedural Knowledge: Understand, follow, and assist others in understanding district procedures and policies. Consistently carry out tasks in a highly organized manner, with great attention to detail, reliable timing, and follow-through.
6. Teamwork and Professionalism: Participate as a highly motivated team player with the willingness to perform various job-related duties as situations require. Exhibit patience, persistence, and reliability in working with others to meet goals and deadlines.

Language Skills: 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 speak effectively with parents, staff, and students.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and apply concepts of basic algebra and geometry. Ability to compute rate, ratio, and percent, and draw and interpret graphs and charts.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to develop and maintain effective working relationships with other district employees, parents/guardians, and community members. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with an awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is almost continuously required to sit, talk, and hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The employee is regularly required to walk and stand. The employee is occasionally required to reach with hands and repeat the same hand, arm, or finger motion many times, such as typing. The employee is occasionally required to use equipment such as carts to move items from one location to another in preparation for meetings or other events. Must have their own transportation to travel with district supplies to various meeting locations and set up/take down, as requested. Requires ability to lift and move boxes of 50lb and more repeatedly.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources
148 North Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER