

ATHLETICS ASSISTANT SECRETARY

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Director of Athletics and/or Assistant Director</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Secretarial/Clerical Personnel, Range 3</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To assist the Director of Athletics in the efficient operation of the Athletic Department.</i>

Minimum Qualifications

- 1. High School Diploma or Equivalent*
- 2. Proficient in use of computers, computer and database applications, creation of word documents and spread sheets*
- 3. Good people skills and public relations abilities*

Job Duties

- 1. Perform practices associated with a productive office operation, including correspondence, memos, records, reports, processing mail, phone calls, and maintains appropriate filing system as these functions relate to the non-financial and non-budget aspects of the office.*
- 2. Make motel reservations for athletic teams, coaches, athletic director, athletic coordinators, superintendent, and maintains changes.*
- 3. Secure price quotes for all athletic chartered buses.*
- 4. Prepare and requests building use permits for all gyms and facilities.*
- 5. Prepare all work orders for facilities and fields.*
- 6. Upgrade the athletic handbook and maintains changes.*
- 7. Set up meetings involving athletic personnel.*
- 8. Update athlete participation forms to include physicals, insurance, parent permission, etc.*
- 9. Process officials' assignments and maintains changes.*
- 10. Prepare all meal purchase orders for out-of-town athletic events.*

11. Issue and collect keys for use of athletic facilities and maintains an accurate log of keys issued.
12. Responsible for yearly documentation of athletic department inventory.
13. Responsible for pick-up and processing of athletic department mail.
14. Perform administrative duties as directed in absence of Athletic Director.
15. Must be able to function and perform job responsibilities under crisis management due to complex nature of the department.
16. Cross-train with the Athletics' Financial and Budget Associate.
17. Prepare master and individual sport schedules and issues NMAA Contest Contracts. Monitors daily sport schedules with High School and Middle School Athletic Coordinators and opposing teams.
18. Maintain a calendar of events and transportation for high school and middle school athletic activities.
19. Perform office routines and practices associated with an efficiently run office including, but not limited to, efficient records management, excellent customer service, timely processing of incoming mail and completion of projects requested by supervisor, produce accurate and comprehensive written documents as requested.
20. Adhere to relevant procurement statute and department rules in the purchase and maintenance of adequate supplies for the office.
21. Process data and information from and for New Mexico Activities Association.
22. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
23. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
24. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
25. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
26. Evenings and weekend work may be required.
27. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

