



Westerville City Schools
Office of Human Resources - Classified Personnel
Notice of Vacancy

The Westerville School System is an Equal-Opportunity Employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

Job Title:	Secretary 2- Athletics	Posting Date:	Feb. 3, 2023 - Feb. 9, 2023
Job Classification:	Secretary 2	Effective Date:	April 3, 2023
Job Location:	Westerville Central High School	FLSA Status:	Non-exempt
Work Schedule:	11 Months (239 Contract Days) Monday - Friday from 7:00 a.m. - 3:30 p.m. 8 hours per day	Hourly Rate:	\$19.08 per hour
How to apply:	Apply online http://www.wcsoh.org Phone: 614/797-5728		

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Position Description

This individual is responsible to the building Principal and under the daily supervision of the Athletic Director.

Duties (not ranked in order of importance)

- Receptionist for department
- Type department correspondence
- Accounts receivable/payable
- Bank deposits
- Purchase orders
- Record keeping for all department activities
- Scheduling of routine department activities
- Anticipate and project needs, time frames, and necessary action for department yearly schedule

Experience/Education

- High School graduate or equivalent
- Minimum of two years' experience where qualifications and responsibilities were comparable

Essential Functions

- Answer phone inquiries from parents, other school athletic departments, the media, vendors, officials, etc.
- Greets visitors: parents, students, recruiters from colleges, delivery people, sales people, etc.
- Types all departmental correspondence and requests for same by coaches as time permits
- Collects student athletic fees; maintains records
- Responsible for selling season tickets, staff passes, reserve and student pre-sale tickets
- Makes and maintains records of bank deposits
- Prepares invoices and payable
- Prepares purchase orders for department supplies
- Coordinates uniform inventory and storage
- Maintains coaching files (recommendations, certifications, etc.)
- Supplies coaching staff with necessary paper work at the beginning of each season (i.e., physicals, emergency information for athletes, etc.)
- Keeps eligibility lists current
- Issues appropriate contracts for all visiting schools and officials
- Keeps records of season, scores, lists of participants, awards, etc., and compiles annual season summary
- Plans and coordinates all sports programs as assigned
- Coordinates scheduling of photos for yearbook, records, etc.

- Prepares department schedules for printing
- Schedules transportation for all sports teams
- Plans and coordinates athletic awards as assigned
- Coordinates athletic banquets (i.e., invitations, awards, set-up, awards certificates, refreshments, programs, etc.)
- Works closely with Booster Club on numerous projects
- Works closely with the Treasurer's Office regarding fund accounting
- Other duties as assigned

Knowledge, Skills and Abilities

- Proven skills in Microsoft Office
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Good oral and written communications skills
- Ability to maintain absolute confidentiality
- Affinity for detail
- Human relations skills; ability to relate to a wide range of people and problems calmly and in an assured manner
- Proven competence in English composition, grammar, spelling, and punctuation
- Telephone presence
- Knowledge of modern office practices, procedures and equipment
- Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules, set priorities and coordinate the flow of work through the office
- Initiative - ability to anticipate needs and to take appropriate action within established parameters while keeping supervisor appropriately informed.

Special Requirements

- N/A

Rev 1/11

I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

Name

Date