



JOB DESCRIPTION

Job Title	Administration Secretary
Department	Administration
Reports To	Executive Director of Administration
Classification	Hourly Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Administration Secretary supports the Administration Department by providing a high level of administrative support and confidentiality in District and department activities. The Administration Secretary must operate with a considerable degree of independent judgment and initiative.

Essential Job Functions

- Provides clerical assistance to the Executive Director of Administration and Communication Manager.
- Answers the phone, answers questions, and provides information as requested.
- Provides guidance and assistance to teachers, administrators, and community members in answering questions and uses good judgement in making appropriate decisions to respond to situations when an administrator is not available.
- Maintains department intranet sites and department websites
- Serves as a positive public relations advocate for the department, including dissemination of school/department information.
- Prepares materials for School Board meetings and various department related committees.
- Maintains records for department budgets.
- Prepares and/or keyboards proposals, reports, presentation materials, forms, flyers, statistical summaries, and other documents and communication that are complex and non-routine.
- Provides flexible office coverage as needed in support of department operations.
- Schedules and sets up meetings including arranging for and serving refreshments, provides necessary meeting materials as directed.
- Makes conference and travel arrangements for Department of Administration and Staff.
- Purchases supplies and equipment and maintains supply inventory including Administration Department and communication.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of district secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Course work or an Associate Degree from a vocational technical college.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate a variety of office machines.
- Strong Microsoft Office knowledge and ability to use Excel to provide reporting in various forms.
- Ability to work independently with minimal supervision.
- Ability to deal responsibly with confidential information.
- Effective oral and written communication skills.
- Thorough knowledge of modern office technology and procedures.
- Ability to organize and keep accurate records.
- Ability to work and communicate effectively with a wide range of co-workers, applicants, and business partners.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.