

PENINSULA SCHOOL DISTRICT

Job Description

TITLE: Secretary

LOCATION: Technical Services

Description

This position coordinates and supports the management of the daily operations of the Technical Services Department. The position serves as the secretary to the Technology Director and other department staff as well as providing various support services for staff and the public. The position promotes positive public relations for the school district.

Responsibilities

1. Coordinates the daily operations of the Technical Services central office and manages all clerical functions within the department. Answers the telephone and responds to inquiries; screens calls for Technical Services personnel; answers overflow helpdesk calls.
2. Provides support for the Student Database Administrator, Office Managers, Registrars, and other personnel with student enrollment, scheduling, posting historical grades in PowerSchool as well as supporting software-based programs such as Google Apps, Microsoft Office, Adobe Acrobat, etc. used within the district.
3. Provides secretarial assistance to the Technology Director, the Supervisor of Technical Support and other staff as assigned. Maintains appointment calendar and schedules meetings. Compiles data and prepares reports and lists. Formats and types correspondence, forms, memoranda, reports duplicate materials, types and distributes staff information. Will be required to attend meetings to record and transcribe meeting minutes from time to time these meetings will be outside of the regular work day.
4. Coordinates work of office clerical personnel; monitors workload; makes arrangements for vacation coverage and overload assistance; coordinates and delegates special projects as needed.
5. Maintains records and files for staff information; staff absence and timesheet records; prepares department leave records for the payroll office.
6. Maintains department budget data. Prepares technology infrastructure and office supplies purchase orders and monthly and quarterly budget summary reports. Verifies budget totals with central business office records; provides information to Technology Director concerning budget balances. Records expenditures in budgeting records.
7. Maintains files and records for district grants managed by Technology Director; monitors grant balances; answers questions concerning grant expenditure guidelines. Keeps supervisor informed of grant activity. Assists in the preparation of grants.
8. Communicates on a regular basis with library staff, instructional technology staff, office managers, and school bookkeepers.
9. Promotes positive relations with district personnel and the general public concerning the school district. Answers inquiries, researches data to provide information concerning technology programs as well.
10. Performs a variety of related duties and special projects as assigned.

Position Requirements

Education & Experience

- High school graduation or equivalent and three years increasingly responsible secretarial experience, including records maintenance and bookkeeping.

Allowable Substitution

- Advanced technical training in secretarial, bookkeeping or accounting procedures may substitute on a month-for-month basis for up to three years of the required experience.

Knowledge, Skills, and Abilities

- Knowledge of secretarial and bookkeeping procedures; ability to maintain accurate records
- Keyboarding skill at 60 wpm
- Skill in operating a 10-key calculator by touch
- Skill in operating a variety of office machines
- Effective oral and written communication skills
- Ability to operate a computer
- Experience with data manipulation and reporting using Google Apps or Microsoft Office
- Experience with / knowledge of computer software such as Mac OS & Windows, Google Apps, Microsoft Office, Adobe Acrobat and other application software
- Experience with / knowledge of Internet and email communications including enterprise social media
- Ability to learn federal, state, and district rules and regulations concerning accounting procedures

Reporting Relationship

Reports to Technology Directory. Provides lead direction to office clerical unit staff.

Working Conditions

Office environment; experiences frequent interruptions; required to meet inflexible deadlines. Requires visual concentration on detail, dexterity, and precision. Occasionally exposed to high noise levels from technology equipment.

Affiliation

PSE - Clerical

FLSA

Covered