

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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| Job Title: | Department Head Secretary |
| Pay Table: | Support |
| Pay Grade: | 8 |
| FLSA Status: | Non-Exempt |
| Job Code: | 516 |
| Reports to: | Department director or other supervisor |

JOB SUMMARY

Under the general supervision of the department director or other supervisor, the Department Head Secretary provides secretarial and clerical services for the director and staff; monitors and delegates office work assignments; and provides direction to secretarial staff members.

ESSENTIAL JOB FUNCTIONS

- Coordinates the secretarial and clerical functions of the office. Responsibilities include organizing the flow of work to ensure efficient operations; interpreting district policy and procedures; assisting secretarial/clerical staff members; and resolving staff problems.
- Answers the telephone and greets visitors. Screens to determine assistance required and appropriate source of information. Schedules caller appointments if required.
- Provides information from files and records or knowledge of departmental programs and policies. Makes routine operating decisions within established guidelines. Resolves problems relating to area of knowledge and responsibility.
- Schedules conferences and meetings upon request of supervisor. Schedules rooms for training and meetings. Makes appointments within specified hours or after consulting with supervisor. Contacts personnel to attend. Takes notes at meetings concerning decisions and discussions. Types minutes and submits to supervisor for approval. Prepares and sends out meeting agendas and distributes minutes.
- Receives and routes mail to schools or district office personnel. Sends and receives E-Mail messages. May assign suspense dates and follow up to insure deadlines are met. Composes routine correspondence at direction of supervisor or from file or record data (requests for information, follow up correspondence, transmittals, etc.).
- Takes shorthand dictation or uses notes or voice recordings. Transcribes into correspondence, studies, reports, records, etc. Processes/types documents from notes or rough drafts. Determines word processing/typing formats or arrangements for studies and reports.
- Enters and processes data in computer programs (i.e. master course listing, budgets, project scheduling, personnel actions, maintenance requests, purchase card usage).
- Assists with preparation and distribution of departmental brochures, newsletters,

- schedules, instructional materials, etc.
- Assists supervisor in locating and compiling data. Compiles routine reports such as workload, activity, minority, schedules, money spent, etc.
- Maintains numeric and/or alphabetic files and records. Maintains personnel records and time cards.
- Processes personnel action forms. Arranges applicant interviews.
- Assists with arrangements and planning for workshops, musical festivals, etc. Sends announcements and enrollment forms; receives applications; receives and processes enrollment fees; prepares required materials; maintains records; may attend and assist with presentation details.
- Monitors budgets; effects budget transfers; prepares budget reports.
- Processes expenditure requests and purchase orders. Orders warehouse supplies.
- Prepares, checks and files payrolls.
- Researches and resolves payroll issues.
- Maintains financial and related records (lunch counts, snack and supply expenses, budget records, etc.). May receive and receipts monies; send notices on overdue accounts.
- Receives, acknowledges and prepares receipts for donations.
- Types/processes mileage/travel and reimbursement requests.
- May prepare and process deposits.
- Assists other areas or departments when secretary is absent.
- Operates copy machine.
- May maintain department web pages.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education/experience.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use small office equipment and computers.
- Proficiency in use of word processing program.
- Knowledge of district mainframe functions.
- Strong interpersonal and skills.
- Ability to repair or install computer hardware, network systems, software and/or management information systems.
- Ability to accept, receive and/or collect payments.
- Ability to process purchase orders.
- Ability to manage property and inventory.
- Ability to manage grant funds.
- Ability to manage the budget and make budget recommendations.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, lifting, mental acuity, pulling,

pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

The Davis School District has the right to revise this position description at any time.