

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Instructional Media Services and Curriculum

DEPARTMENT: Instructional Media Services

POSITION SUMMARY:

Under general supervision of the Director of Instructional Media Services and Curriculum or his/her designee, serves as Secretary to the Director; performs a wide variety of general and specialized secretarial and clerical tasks and provides support related to Instructional Media Services Department functions and programs.

ESSENTIAL FUNCTIONS:

1. Provides secretarial and clerical support for Instructional Media Services Department staff, including Director of Instructional Media Services and Curriculum, Instructional Media Center (IMC) staff, and K-12 library personnel.
2. Assists with the functions and services provided by the Instructional Media Center, including loading and unloading boxes of library materials and textbooks, filling textbook orders for sites, and other related tasks.
3. Operates and assists others in using a variety of office equipment and instructional equipment at the I.M.C. and school libraries, including but not limited to computers, printers, facsimile machine, photocopier, laminators, video equipment, and digital cameras.
4. Answers phone calls and email, greets customers, receives and relays messages, responds to requests for information and assistance regarding department programs.
5. Schedules appointments for the Director.
6. Prepares, distributes, and maintains correspondence, memos, mailings, and intra-district communications in both electronic and hard copy formats.
7. Composes communiqués independently or from notes and/or verbal instruction.
8. Provides secretarial and clerical support to district committees and groups administered by the Director.
9. Provides support for various department programs, such as the Tracy Read-In.
10. Maintains department files.
11. Prepares reports and documents related to the I.M.C., libraries and District instructional materials.
12. Prepares materials and documents as needed by the Director for District groups such as the Board of Education, Management Team, ECAM, SCAM, and curriculum committees.
13. Prepares materials and documents needed by the Director for county, state, and federal requirements and programs, including audit reports, categorical fund reports, grant applications and library documents.
14. Uses a variety of computer programs, including email, web-based applications, word processing, database management, spreadsheet, accounting, and desktop publishing software for efficient and effective communication and record keeping.
15. Supports staff and library patrons in computer usage and other office-related procedures.
16. Assists in training and directing extra clerical assistants, volunteers, and student helpers in department-related activities/programs.
17. Assists in management of department budgets.
18. Prepares a variety of district forms, including purchase requisitions, attendance reports, timesheets, maintenance requests, computer repair requests, and budget documents.

19. May work at site libraries throughout the district.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent certificate required. Four years of increasingly responsible secretarial/clerical experience, including word processing, spreadsheets, and database management. Experience working with libraries and school systems desirable. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of current office methods and procedures.
2. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation, and vocabulary.
3. Ability to type/keyboard at a speed of 50 words per minute from clear copy.
4. Ability to operate standard office, library, and instructional media center equipment.
5. Knowledge of intermediate computer skills including, but not limited to Microsoft software applications, Internet functions, automated library systems and online resources.
6. Ability to prioritize and complete assigned projects and tasks with minimal supervision and direction.
7. Ability to learn and apply District rules, regulations, and procedures.
8. Ability to communicate effectively with teachers, administrators, vendors, parents, public, students, staff, and school officials in a wide variety of situations.
9. Ability to compute mathematical calculations with speed and accuracy.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use telecommunications equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Bend, reach overhead, grasp, push, pull for extended periods of time.
7. Stand and/or walk on hard/or uneven surfaces for extended periods of time.
8. Climb step stools and ladders and reach in all directions to shelve and retrieve materials.
9. Routinely lift/carry boxes of books, instructional materials, supplies, and audiovisual equipment weighing up to 40 pounds at waist height, and occasionally lift/carry boxes of books, supplies, and audiovisual equipment weighing up to 50 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a library media center environment and come in direct contact with students, district staff, and the public.

SALARY: Classified Range 40

Board Approved: 8/28/01

Revised: 5/14/2013, 6/13/17