

**THE POLAND SCHOOLS
JOB DESCRIPTION**

TITLE: Operations/Transportation/Athletic Department Secretary

QUALIFICATIONS:

1. High School Diploma
2. Two years of post-secondary training and five years' experience as a Secretary; or graduation from a recognized school of secretarial skills and two years' job experience; or five years' successful employment as a school secretary within this district or in another district of comparable size.
3. Demonstrated competence in the use and knowledge of Microsoft Office programs, Bookkeeping, record keeping and common office equipment.
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Operations (Transportation Coordinator and Athletic Administrator)

JOB GOAL: Under the direction of the Director of Operations to perform a variety of clerical and support work involving Operations, Transportation and Athletic Offices.

PERFORMANCE RESPONSIBILITIES:

- Serves as personal, confidential and technical assistant to the Poland Schools Director of Operations.
- Serves as office receptionist.
- Composes/prepares correspondence for the Office of Operations.
- Performs duties of receptionist for Operations, Transportation and Athletic offices and telephone.
- Uses judgment in determining the sensitivity of an issue or inquiry (based on public relations considerations, Board of Education policies and procedure), and personally gives information-or forward's contact to appropriate source.
- Conducts important contacts with the public and others requiring tact and diplomacy.
- Prepares and maintains records for the Director of Operations, Transportation Coordinator and Athletic Director.
- Maintains budget for Director of Operations, Transportation and Athletic department.
- Prepares requisitions for Director of Operations, Transportation and Athletic office.
- Review invoices for accuracy and/or statements to purchase order amounts, and prepare for payment.

- Compare each requisition to budget amount and/or encumbered balance(s) and note those in deficit to the Director of Operations for review.
- Maintains supply and parts inventory.
- Receives a variety of questions and requests and sees that such matters are disposed of promptly, correctly and tactfully.
- Types, assembles, and distributes field trip communications and lists for Transportation.
- Prepares payroll forms and sick leave records as directed by the Director of Operations, Transportation Coordinator and Athletic Director.
- Responsible for typing of correspondence and reports as directed.
- Distributes all mail received by the Operations, Transportation and Athletic office.
- Honors confidentiality in all matters.
- Logs mail and correspondence;
- Promotes good public relations by personal appearance, attitude and conversation;
- Promotes good safety practices and procedures;
- Serves as a confidential employee in the board office to work with the Director of Operations and/or other board office personnel.
- Performs other secretarial tasks as assigned.
- Performs other such duties as may be assigned from time to time by the Director of Operations or Superintendent.

TERMS OF EMPLOYMENT: 12 months/Salaried

Salary and fringes as established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-Bargaining Personnel.

The Poland Local School District Board of Education is an equal opportunity employer. Job descriptions are subject to change. This job description is not intended to be a complete list of all job duties to be performed.

Board Approved: 4/26/21

I acknowledge receiving a copy of this job description for Poland Local School District.

Treasurer Signature

Signature

Date