

Communications Secretary

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Spelling Skills: Incumbent needs to spell correctly and may proofread work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 60 required.

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs skilled-level secretarial duties under general supervision to assist in the efficient functioning of the office and to assist the Supervisor. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in person with internal and external publics, such as Foundation Board, business leaders, government entities and the news media. Must be able to elicit necessary information and make important screening decisions. Must use a high level of tact, diplomacy and discernment in handling information, which may be of a confidential or sensitive nature.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. The incumbent must represent the district in a positive manner. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Performs clerical support functions in the area of Communications using word processing, database and/or spreadsheets software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned. Assists in annual budget preparation. May prepare brochures and other graphics on the computer. Maintains up-to-date information on the public access television channel.
2. Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical

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information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail.

3. Organizes and maintains various files including confidential and tickler files. Performs photocopying as required. Maintains photo files.
4. Makes arrangements to schedules meetings and distribute information as needed. May prepare agendas and summary minutes for various committees, task forces, etc. Monitors and maintains a neat and organized office.
5. Orders and maintains supplies as needed. Maintains expenditure reports/records; prepare purchase orders/requisitions. Performs any bookkeeping tasks as assigned.
6. Must be able to adjust priorities and assignments as required.
7. Assists in maintaining/updating information on district website and public access television channel.
8. Works with agencies and State Department of Education, and the media in a timely manner.
9. May assist the Secretary to the Superintendent as needed. Assists in monitoring news media reports
10. Must be able to perform tasks with sensitivity, confidentiality and professionalism.
11. Performs other duties as assigned.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person. May on occasion lift boxes of copy paper and other material.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 08-13-07