

Job Title: Athletic Director Secretary

Reports to: Athletic Director

Dept./School: Brewer High School

Non-Exempt

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the director of human resources and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

1. In coordination with Athletic Director, maintains the athletic schedule, confirming athletic contests, and rescheduling whenever necessary and keeps concerned parties informed of any changes in schedule.
2. Maintains the schedule of appointments, makes arrangements for interviews, and appointments for parents, business organizations, and athletic representatives with the Athletic Director.
3. Prepares and processes mailing regarding sports awards assemblies (i.e., invitations to parents and athletes, preparation of award certificates and programs).
4. Carries out office routines and practices such as sorting mail, operating the copy machine, serving as telephone receptionist and others.
5. Maintains an appropriate filing system and readily retrieves documents through the use of this system.

6. Maintains confidentiality as required and appropriate.
7. Follows federal, state, and local policies and guidelines relating the athletics.
8. Demonstrates an openness to discuss suggestions.
9. Demonstrates initiative, independence, and decision making appropriate to the performance tasks to this position.
10. Makes efficient use of time and resources available.
11. Provides well-organized, accurate work.
12. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the need of the job.
13. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.
14. Demonstrates a willingness to assist and work cooperatively with colleagues.
15. Displays tact and courtesy when dealing with students, staff, residents and other in person and by telephone in the performance of this position.
16. Performs various other office duties as assigned by the Athletic Director, in relation to position.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, shredder, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress.
Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____