Job Title:	Director of Business Secretary	Non-Exempt
Reports to:	Director of Business	
Dept./School:	Business Office	

Revised 1/2013

Primary Purpose:

Organize and manage the routine work activities of an the business office and provide clerical services to the Director of Business 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:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the Director of Business and other department staff members using personal computer.

2. Prepare accounts payable checks for mailing insuring that required documentation has been received.

3. Work with Accounts Payable clerk to resolve questions on documentation.

Skyware Software Program Administration

4. Coordinate the district software program (Skyward). Maintains the levels of authority within the system. District contract person for questions and problems related to Skyward.

5. Assists in staff training for Skyward software program, specifically the transition from the PAC to Web application.

6. Develop new procedures for Skyward software program as new options become available to facilitate the automation of processes.

7. Maintain physical and computerized departmental files.

Accounting

8. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.

9. Assist with the preparation of purchase orders and payment authorizations.

Other

10. Answer incoming calls, take reliable messages, and route to appropriate staff.

11. Maintain a schedule of appointments and make travel arrangements for Director of Business.

12. Receive, sort, and distribute mail and other documents to department staff.

13. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, 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:**