

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Secretary to Directors of Business
Services and Human Resources

DATE: June 22, 2016

REPORTS TO: Director of Business Services and
Director of Human Resources

APPROVED BY: Board of Directors

JOB SUMMARY: Provide administrative support to the Directors of Business Services and Human Resources to effectively assist meeting the demands and requirements of the Business Services and Human Resources Departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepare deposit slips for banking on a daily basis.
2. Maintain checking accounts on a monthly basis.
3. Maintain invoices for several departments for purchases.
4. Assist in the preparation of the General Operating Budget reports.
5. Type negotiated bargaining and non-bargaining unit contracts.
6. Provide bookkeeping services for the Pennsylvania School Employee Benefit Trust and serves as a liaison to districts.
7. Maintain petty cash account balance.
8. Oversee operation of vending machines.
9. Administer employee fringe benefit programs, enrolls, monitors and adjusts employee health, dental and vision benefits on the vendor system, and maintains and submits organizational reports related to the Affordable Care Act
10. Assist with maintaining information related to collective bargaining.
11. Serve as recording secretary for Midwestern Intermediate Unit IV's Safety Committee.
12. Match cash receipts to invoices as part of accounts receivable process.
13. Assist and administer on-line registration system
14. Develop schedule for switchboard coverage.
15. Facilitate, process and maintain emergency substitute teacher permits and reissuance of permits.
16. Assist with overseeing Workers' Compensation, Tuition Reimbursement and Income Protection (long-term disability) claims.
17. Assist in updating and maintaining Midwestern Intermediate Unit IV's bargaining unit seniority lists.
18. Administer the No Child Left Behind (NCLB) assessment to substitutes and prospective paraprofessionals for Midwestern Intermediate Unit IV and paraprofessionals referred by school districts in Butler, Lawrence and Mercer Counties.
19. Maintain log of required licenses and their expiration dates.

20. Create purchase orders for items/services and pay invoices generated by purchases, conferences, travel, memberships and reimbursements.
21. Assist in maintaining the Professional Personnel list.
22. Assist in preparing postings and want advertisements for all job vacancies.
23. Assist in preparation of Letters of Assurance, board letters and salary/sick leave notices.
24. Assist in tracking employee evaluations.
25. Assist with daily operation of fingerprint sites.
26. Perform other duties as assigned by the Directors of Business Services and Human Resources.

QUALIFICATIONS:

- Two (2) years of experience as a secretary in public education or the public sector required
- Three (3) years of experience in Business or Human Resources required
- High school diploma or equivalent required
- Knowledge of business and banking terminology
- Knowledge of fringe benefit administration
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must have ability to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Must possess advanced office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)