



Romoland School District

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY

Job Summary:

Under the direction of a district level administrator in charge of Educational Services, Human Resources, Maintenance Operations and Transportation (MOT), or Special Education, provides support to programs with district-wide implication while ensuring the confidentiality of all materials and information. The position has the following essential requirements, but will include additional duties as needed.

Essential Job Functions:

- Communicates with management and other district personnel regarding activities, schedules, discrepancies and requests for the purpose of providing specialized and technical information concerning established policies, procedures and guidelines.
- Composes and distributes documents (e.g. minutes, agendas, correspondence, reports, legal documents, requisitions, etc.) for the purpose of communicating information to school and district personnel and the public.
- Maintains contact on behalf of the administrator with outside groups, special organizations, etc. for the purpose of conveying and/or gathering information to ensure the efficient operation of the division.
- Maintains files and records (e.g. confidential personnel files, department/program files, etc.) for the purpose of ensuring accuracy and availability of required information; and, complying with all federal/state/county regulations.
- Organizes divisional office activities, communications and information for the purpose of ensuring the efficient and effective operation of the office, information dissemination between administrator and staff, and other district personnel. This includes, but is not limited to, scheduling IEP's, arranging for substitute employees.
- Responds to inquiries from staff and the public for the purpose of providing information and/or direction.
- Reviews regulations (e.g. Board policies, bargaining agreements, program requirements, operational procedures) for the purpose of verifying accuracy of data and ensuring compliance with established policies and procedures.
- Schedules and coordinates conferences, appointments, meetings, travel arrangements, and interviews.
- Support assigned administrative personnel to maintain overall site operations.
- Ability to respond to occasional requests for assistance outside of normal work hours.
- Communicates with outside vendors including the processing of contracts and coordination of services.
- Assists in the preparation of materials required for various district level meetings. This includes organization of agenda items for School Board meetings.
- Monitoring various compliance, budgetary, and legal requirements as they impact department programs.
- Assist with the monitoring and organization of departmental budgets.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment, use English in both written and verbal form, use correct spelling, grammar and punctuation. Ability to perform standard bookkeeping and basic accounting procedures. Knowledge of computer hardware, software and other technology.

Physical Requirements: The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Education and Training Required: High School Diploma. Two (2) years of office/secretarial work at a responsible level preferably including experience in the public school setting.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.

Employment Category: **Classified Bargaining Unit** **Work Year: 247 Days**
Work Hours: 8
Salary Schedule: 22