



Secretary V

Purpose Statement

The job of Secretary V is performed for the purpose of providing advanced administrative and secretarial support to the assigned Administrator/Director. This role involves coordinating activities of assigned administrative personnel, monitoring assigned activities, and providing information, recommendations, and direction as requested by the assigned administrator.

Supervisory Relationship

Reports to: Administrator/Director/Supervisor

Essential Functions

- **Compile Data:** Gather data from various sources to comply with financial, legal, and/or administrative requirements and prepare comprehensive reports.
- **Coordinate Projects:** Manage a variety of projects, functions, and program components to complete department processes and deliver services in a timely fashion.
- **Maintain Records:** Create and maintain a wide variety of manual and electronic documents, files, and records to provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- **Monitor Activities:** Oversee a variety of activities on behalf of the assigned Administrator to achieve department goals and ensure compliance with guidelines.
- **Participate in Meetings:** Attend meetings, workshops, and trainings to provide or receive information, record minutes, and support the needs of attendees.
- **Prepare Documentation:** Create a variety of documents (e.g., correspondence, reports, manuals) to communicate information and ensure compliance with established guidelines.
- **Represent Administrator:** Act on behalf of the assigned Administrator in their absence to convey and gather information required for administrative functions.
- **Research Topics:** Investigate a variety of topics (e.g., current practices, policies, education codes) to provide information, recommendations, and address administrative requirements.
- **Respond to Inquiries:** Address inquiries from internal and external parties (e.g., staff, parents, students, public agencies) to provide information, facilitate communication, and provide direction.
- **Schedule Activities:** Arrange a variety of activities (e.g., appointments, meetings, travel reservations) to make necessary arrangements for the assigned administrator.
- **Serve as Liaison:** Act as a liaison for school administration, staff, students, parents, district office personnel, and community to disseminate information courteously, efficiently, and accurately.
- **Support Administrative Personnel:** Assist assigned administrative personnel with administrative functions and responsibilities to ensure smooth operations.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and using pertinent software applications.
- Competence in preparing and maintaining accurate records.
- Strong organizational and project management skills.

- Effective written and verbal communication skills.
- Ability to develop effective working relationships.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Understanding of business telephone etiquette, concepts of grammar and punctuation, and office practices and procedures.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with others in a wide variety of circumstances.
- Utilize defined processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility.
- Establish effective working relationships and handle multiple projects.
- Communicate with diverse groups, work as part of a team, and manage frequent interruptions.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as required to perform job functions. Have a continual opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, and pulling, with some stooping, kneeling, crouching, and fine finger dexterity. Generally involves 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

High school diploma or equivalent.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SM

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.