



For our children, our community, our world, our future

Cheney Public Schools
 12414 S Andrus Road
 Cheney, WA 99004
 (509) 559-4599

CLASSIFICATION:	Secretarial/Clerical	LOCATION:	District Departments
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director(s)	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

POSITION: Secretary II, Events Scheduler and Inventory – Maintenance and Operations

GENERAL DESCRIPTION

Responsible for scheduling events and activities for and within facilities district-wide. Maintain and manage department inventory.

DUTIES AND RESPONSIBILITIES

A secretary hired for this assignment may perform all or some of the responsibilities defined below.

- Be thoroughly familiar with the operation of the department
- Greet visitors, staff, and students both in person and via phone, in a friendly and professional manner
- Respond to questions and requests from staff, students, parents and supervisors in a positive and professional manner both in person and via phone providing a high level of customer service
- Schedule and coordinate all public use of facilities district-wide utilizing event scheduling software and calendars
- Complete work orders for facility use equipment needs
- Set up, arrange, and maintain an effective file system tracking all facility use
- Communicate with user groups explaining charges and approving or disapproving use
- Maintain all facility use documents and calendars; record and keep state-mandated Proof of Liability Insurance and Concussion forms on file for users
- Assist in determining and approving, the needs of public and private individuals and groups in selecting sites, specific venues within the facility, equipment desired, and support required
- Coordinate with appropriate departments within the district to arrange for custodial coverage, set-up of tables, chairs, PA or AV equipment, specialized installations and needs, physical security of the premises, HVAC requirements, outdoor lighting needs, and technical support.
- Contact users and communicate in writing all assessed use charges; prepare invoices using Skyward and submit to district bookkeeper for processing
- Maintain and manage department inventory in computer system and communicate department needs to department director(s)
- Coordinate with department director(s) to maintain and manage the sale and/or disposal of district surplus property and equipment
- Maintain a clean and efficient warehouse; provide routine rotation of stocked products and supplies
- Provide back up when district mail delivery driver is out, as requested by supervisor
- Familiar with programs such as Google Drive, Excel, Skyward, and online payment statements
- Perform all clerical work as assigned by the director(s)
- Enter, compile and generate data for required reports upon request
- Establish and maintain electronic and manual filing systems, following state records retention guidelines
- Distribute department/building keys and maintain accurate records
- Arrange for distribution of incoming mail and community publicity items
- Operate and ensure maintenance of office equipment, including copy machines, computers and printers
- Update and maintain department website and calendars
- May provide support for after-hours events as needed
- Provide a high level of customer service
- Professionally handle confidential information with integrity and discretion
- Other duties as assigned

Each of the positions at the specific department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas as directed within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to independently make decisions that align with district policy and administrator expectations
- Ability to organize and accomplish a variety of responsibilities independently with limited direction, often under stressful conditions and with regular interruptions
- Maintain an attitude of helpfulness, flexibility, and professionalism, and provide excellent customer service to students, staff and public in a confidential and ethical manner
- Ability to work collaboratively as part of the team and maintain positive relationships with students, parents, co-workers, and patrons
- Ability to maintain confidentiality
- Ability to supervise and interact with students in a positive and professional manner
- Ability to remain calm in times of high stress
- Possess clerical skills with solid technology background, including Google Drive, database management, and Microsoft Office proficiency (Word, Excel, Outlook, and Publisher); proficiency with Skyward preferred, including the ability to create and modify documents and to adapt to new technologies
- Ability to operate standard office equipment
- Respect confidential nature of student information and avoid sharing of information regarding students
- Must have knowledge of, or demonstrated ability to learn, district-approved record keeping and reporting systems
- Demonstrated ability to work with people in a positive manner
- Must demonstrate effective organizational skills and the ability to effectively meet timelines

MENTAL DEMANDS

- Required to work independently, potentially under stressful conditions with frequent interruptions
- Required to work with a wide range of vendor, staff, student, and public behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule according to district needs
- May occasionally deal with distraught or difficult students, staff and/or members of the public

PHYSICAL DEMANDS

- Ability to lift up to 45 pounds
- Amount of sitting, standing and walking may vary depending on assignments. Generally, the job requires 60% sitting, 20% walking, and 20% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity. The employee is frequently required to sit, bend at neck and back, use hands to push/pull and lift/carry; squat, kneel, climb stairs or ladders, reach overhead, lift overhead, and knee stand.

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent
- Secretarial experience preferred
- Experience working in Point-of-Sale systems; Skyward experience preferred
- Inventory control work experience including use of inventory control software preferred
- Must be able to conduct accurate inventory of products and supplies
- Must hold valid Washington state driver's license
- Type and/or keyboard accurately at 45 adjusted wpm*
- Basic computer knowledge and skills, including Google Drive, MS Windows, Excel, Word, and Outlook*
- Ability to use email and inventory control software; organize pickup and deliver duties for efficiency and economy of operation
- Ability to use proper grammar and English in both oral and written communication, as well as the usage of correct spelling and basic arithmetic functions*

*Testing to be used to determine knowledge of pertinent skills

TERMS OF EMPLOYMENT

- Secretarial Classification on Public School Employees of Cheney Salary Schedule
- Year-round position: 249 workdays; 8 hours per day

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills

HISTORY

Job description and format updated: February 2022

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER