

CLASSIFIED JOB DESCRIPTION

SECRETARY TO THE DIRECTOR OF INFORMATION SERVICES

JOB SUMMARY:

Serves as secretary to the Director of Information Services; performs a wide variety of complex secretarial and administrative duties, often of a confidential nature; coordinates communications and information; monitors and directs department's clerical staff in a team-oriented atmosphere; assists with administrative and technical telephone and graphics support.

ESSENTIAL JOB FUNCTIONS:

- Serves as the supervisor's administrative assistant.
- Screens visitors, telephone calls and mail.
- Sends/receives faxes, e-mail and correspondence.
- Distributes mail and materials ordered and received by the department.
- Orders office supplies and materials for department and other District staff.
- Composes letters, memos and reports; prepares Board Agenda items.
- Creates, edits, and proofs reports and other materials that supervisor requests.
- Initiates work that keeps the office running more smoothly, develops procedures.
- Provides information relevant to the particular office or program.
- Prioritizes duties and possible duties of other office staff (delegating).
- Coordinates arrangements for meetings, inservices (including, but not limited to, room reservations and notification to participants).
- Responsible for coordinating telephone installation and repairs at school sites.
- Provides technical support, training and programming for Nexus telephone system.
- Provides computer graphic support for the Publications Department (using both Mac and/or IBM platforms).
- Researches information for supervisor and other administrators for use with reports, budget preparation, etc.
- Learns new software programs or skills required to keep up-to-date in the current job (PowerPoint, MacDraw, Excel, etc.).
- Types various forms that have not yet been computerized.
- Maintains supervisor's files, including confidential files.
- Designs spreadsheets, newsletters, fliers, brochures as needed.
- Reviews absence records.
- Processes Special Leave forms, travel requests, reimbursements, internet applications.
- Handles the administrative details not requiring the immediate attention of the administrative head.
- Gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary.
- Provides extra support – time, effort, or whatever is required to accomplish department goals.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of three years successful full-time secretarial experience, at least one of which includes monitoring and directing other employees in an office.
- Ability to perform secretarial and administrative work of a relatively complex and difficult nature requiring the exercise of much more than average judgment; ability to spell correctly and use good English in performing a variety of clerical work; ability to type 55 words per minute.
- Knowledge of department office practices and procedures in both Mac and IBM platforms; various forms of correspondence, filing, etc.; may be required to have a broad knowledge of District policies, practices and goals; knowledge of correct English usage, spelling and punctuation.
- High school diploma or GED is required. Preferably including or supplemented by courses in typing, office practices and dictation transcription.

Classified Salary Schedule: Range 31
BOARD APPROVED: 5/18/99
REVISION DATES: 7/17/23
08/09/2023