



Secretary II – Fine Arts/Activities

Purpose Statement

The Secretary II – Fine Arts/Activities provides comprehensive clerical, communication, and event support to the Director of Student Activities and associated programs. This role is instrumental in ensuring smooth operations of Fine Arts and other student activities, managing event logistics, financial tracking, compliance documentation, and promotional materials, thereby enhancing the overall quality and accessibility of Bismarck Public Schools’ student activities.

Supervisory Relationship

Reports to: Director of Student Activities

Essential Functions

- **Clerical & Communication:** Type, file, and manage correspondence; answer phones and respond appropriately to information requests; maintain records and files for academic activities accounts.
- **Publications & Event Materials:** Produce quarterly State of the Arts Newsletter and Fine Arts schedule; design and prepare programs, posters, tickets, and related event materials; sell tickets for Fine Arts events upon request; maintain Fine Arts schedule on BPS website.
- **Event Coordination & Logistics:** Coordinate busing and hotel accommodations for Fine Arts activities; assist with hotel reservations for athletic activities; assist in planning and operations of NDHSAA state and regional tournaments; produce Concert Curriculum Guides for K–5 Curriculum Concerts; coordinate Elementary SIPS program.
- **Financial & Recordkeeping:** Manage bookkeeping for festival fees, hotel expenses, and collected funds; complete purchase orders and supply requests; collect and maintain eligibility reports and participation data; prepare letter awards; process coaches’ reimbursements for certification and clinics.
- **Compliance & Coordination:** Coordinate with coaches/advisors on NDHSAA rules tests and clinics.
- **Media & Recognition:** Post photos and rosters on the NDHSAA website.
- **Adhere to School Policies:** Follow all school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional responsibilities as assigned by the Director of Student Activities.

Job Requirements: Minimum Qualifications

Skills

- Strong organizational and multitasking skills.
- Proficiency in office software applications and basic graphic design tools.
- Excellent written and verbal communication skills.
- Ability to manage event logistics and scheduling.
- Accuracy in financial recordkeeping.

Knowledge

- Understanding of event planning and coordination.
- Familiarity with fine arts and athletic program operations.
- Knowledge of basic accounting and recordkeeping practices.

Abilities

- Work effectively with diverse groups including staff, students, parents, and community members.
- Adapt to changing priorities and manage multiple tasks efficiently.

- Maintain confidentiality and professionalism in all matters.

Responsibility

This position operates under general supervision using established procedures and guidelines. It requires regular interaction with internal and external stakeholders to coordinate events and manage program operations. The role has a continual impact on the quality and success of Bismarck Public Schools' student activities.

Work Environment

The position requires extended periods of sitting and computer use, with intermittent standing and walking. Some lifting and carrying of materials is required. Work is primarily performed in an office setting, with occasional travel to event locations, including evenings and weekends.

Experience

Job related experience is required

Education

High school diploma or equivalent

Certificates and Licenses

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SI