



Senior Administrative Secretary II

POSITION SUMMARY

The Senior Administrative Secretary II has responsibility for making District program-related decisions and interacts with staff, students and the public. The duties are complex and require decision making which goes beyond the range of responsibilities of most secretarial classifications. In addition, this position requires flexibility and the ability to work with constant interruptions, the ability to multi-task, and the ability to work with a diverse population in a busy and demanding environment.

DUTIES/RESPONSIBILITIES:

1. Assists with requests for program information and acts as a consultant to the staff concerning program functions; presents information regarding program procedures, policies and activities.
2. Maintains budget records; processes requisitions and payroll.
3. Trains clerical and secretarial personnel as needed.
4. Acts as liaison between clerical and secretarial personnel as needed.
5. Acts as liaison between clerical staff and administrators.
6. Solves clerical staff problems or makes decisions regarding which administrative level will be appropriate to address the problem.
7. Composes, edits and prepares correspondence, bulletins and other materials.
8. Creates, updates and maintains filing and retrieval systems to continually serve program needs.
9. Other duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma or G.E.D. and training in the administrative secretarial field.
- Four years of progressively responsible District and/or school based office management experience.

Knowledge and Abilities:

- Knowledge of all standard office machines.
- Demonstrated ability to train and/or oversee the work of others.
- Knowledge of District organization and policies (and possibly State and Federal regulations).
- Knowledge of budgets and budget related procedures.
- Ability to originate routine correspondence, detailed record keeping, ability to meet deadlines.
- Demonstrated proficiency with Microsoft Word.
- Excellent computer and keyboard skills, with emphasis on word processing, spreadsheets, graphics and data base management.
- Good general office skills.
- Proficiency in English composition and grammar.
- Demonstrated ability to exercise confidentiality, careful judgment, diplomacy and tact in the performance of duties.
- Demonstrated ability to accomplish complex assignments with little supervision.

PREFERRED QUALIFICATIONS:

- Experience handling all aspects of bookkeeping and finance.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt

Posting Date: 10/08/2018

Bargaining Unit: PFSP

Salary Grade: Per Contract

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.