ADMINISTRATIVE SECRETARY ADULT EDUCATION, CTE AND COLLEGE AND CAREERS

Purpose Statement

The job of Secretary for Adult Education, CTE, and College and Careers is done for the purpose(s) of providing secretarial support to assigned personnel; communicating information to staff, the public, and other districts; ensuring compliance with financial, legal and administrative requirements and supporting the planning, managing, and assisting with Adult Education, CTE and College and Careers.

Essential Functions

- Composes documents (e.g. correspondence, agendas, reports minutes, memos, phone messages, etc.) for the purpose of documenting events, providing and/or communicating information to school and district personnel, the public, state officials, etc.
- Coordinates a variety of activities as assigned (e.g. meetings, workshops, calendars, meetings, travel arrangements, etc.) for the purpose of ensuring staff and administrators needs and efficient utilization of personnel, equipment and facilities.
- Researches a variety of topics (e.g. current practices, policies, discrepancies in processes and/or documentation, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Communicates with county employees, District Office administration, government agencies (e.g. court testimony, attendance inquiries, law enforcement, etc.) for the purpose of resolving problems, coordinating processes and/or providing required information.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials and/or administrative requirements
- Maintains and processes data, documents, files and various records (e.g. payroll, financial records, requisitions, work orders, purchase orders, incoming deliveries, program reports, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements. Disseminating the information and/or materials to appropriate parties and/or providing up-to-date reference and audit trail information, and ensuring compliance with administrative grant requirements
- Monitors assigned activities and/or program components (e.g. budget, account expenditures, account balances, grants, etc.)
- Orients new site personnel regarding appropriate school district practices for the purpose of effectively assimilating new personnel into site operations

Other Functions

- Supports administrative personnel for the purpose of providing assistance with their administrative functions and/or supporting them in the completion of their work activities.
- Attends meetings as assigned (e.g. training's, in-services, etc.) for the purpose of representing administration, taking minutes, conveying and/or gathering information required to perform functions.
- Other job related duties as assigned

Job Requirements & Skills

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office methods and practices; and accounting/bookkeeping principles

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; interacting with children; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Job related experience with increasing levels of responsibility
Bilingual Preferred

Education

High School Diploma or Equivalent

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses

Valid Driver's License

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision

Executive Director of Educational Services

Salary Grade

Range 23 – Classified Salary Schedule

Work Year

Classified Calendar CLAS2 - 227 days