

Secretary to Director

Job Description



Job Title:	Secretary to Director	FLSA:	Nonexempt
Reports to:	Director of Assigned Department	Pay Grade:	2122 / 2022B
Dept./School:	Assigned Department	Calendar Days:	226 / 256
		Revised:	7.24.2023

Primary Purpose

Under moderate supervision, organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED

Special Knowledge/Skills:

- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Ability to use software to develop spreadsheets and databases and do work processing
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Ability to multi-task numerous complex administrative activities
- Basic math skills
- Effective communication and interpersonal skills

Experience:

- Three (3) years of clerical experience preferred

Major Responsibilities and Duties

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manual, and presentation for the department head and other department staff members
2. Compile, maintain, and file reports, records, and other documents as required

Accounting

3. Perform routine bookkeeping tasks and maintain department budget records; prepare and process department purchase orders and payment authorizations
4. Order and maintain inventory of office supplies and program equipment
5. Monitor and process personnel time records and submit in accordance with district procedures

Other

6. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff
7. Maintain a schedule of appointments and make travel arrangements for department staff

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8. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment
9. Receive, sort, and distribute mail and other documents to department staff
10. Maintain confidentiality of information
11. Follow district safety protocols and emergency procedures

Supervisory Responsibilities

None

Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.