

HIGH SCHOOL ACTIVITIES SECRETARY

Purpose Statement

The job of High School Activities Secretary was established for the purpose/s of providing administrative and secretarial support to management staff; ensuring compliance of activities under area of responsibility with financial, legal and administrative requirements; and providing information, recommendations and/or direction to students, faculty, staff and the general public.

This job reports to Principal and/or High School Activities Director

Essential Functions

- Compiles data from a wide variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. appointments, meetings, conferences, workshops, travel and accommodations, work assignments, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance with established guidelines.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with financial, legal and administrative requirements.
- Maintains a wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. calendars, appointment schedules, resource materials, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Oversees and trains assigned staff (e.g. ticket sellers, ticket takers, crowd control personnel, etc.) for the purpose of guiding and monitoring their activities.
- Oversees the requisition and storage of equipment, supplies and materials for the purpose of ensuring the availability of required items.
- Performs record keeping and clerical functions (e.g. scheduling, copying, instructional materials, filing, compiling lists, etc.) for the purpose of supporting assigned Administrator and/or department.
- Prepares written materials (e.g. reports, forms, letters, memos, budgets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a wide variety of internal and external parties (e.g. district staff, other schools, state and federal agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Screens inquiries of staff, students, parents, the public, etc. (e.g. phone calls, visitors, etc.) for the purpose of taking appropriate action, interpreting and applying policies and procedures and/or directing to appropriate personnel for resolution.
- Serves on the District's Communication Team for the purpose of ensuring effective communications.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Attends meetings, training, etc. for the purpose of receiving and/or conveying information.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

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

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: procedures, functions and limitations of assigned position; pertinent codes, policies, regulations and/or laws; principles of lead supervision and training; and modern office practices and procedures.

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 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 diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, and 34% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required.

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 51

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____