

ERC SECRETARY

Purpose Statement

The job of ERC Secretary was established for the purpose/s of maintaining the book and materials collections within the ERC; and performing clerical functions related to processing, circulation, maintenance, and inventory of ERC materials and/or books.

This job reports to Special Education Director

Essential Functions

- Assists teachers, students, parents and administrators for the purpose of locating resource materials for use in classroom and/or class assignments.
- Audits petty cash funds for the purpose of providing community based instruction.
- Compiles books and materials orders for the purpose of maintaining professional development library.
- Compiles information and data for the purpose of assisting the ERC Coordinator in preparing the 401 report.
- Maintains materials inventory (e.g. supplies, equipment, etc. (including performing physical inventory and updating computer records), etc.) for the purpose of ensuring the availability of required item and documenting losses/utilization.
- Maintains orderliness and functionality of the Educational Resource Center (e.g. straightening and shelving books, minor repairs to equipment, etc.) for the purpose of ensuring availability of materials.
- Monitors and coordinates budgets and expenditures for the purpose of maintaining audit files and monitoring inventory records.
- Orients employees to department processes and procedures (e.g. obtaining materials, submitting purchase orders, available reports, etc.) for the purpose of providing information and/or direction.
- Performs circulation activities (e.g. item check-in and check-out, prepare materials for re-circulation, repair items, document lost or missing materials, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares computerized and manual reports (e.g. discard and inventory report, inventory verification, purchase orders, supply requests, etc.) for the purpose of documenting activities and providing written reference.
- Processes a variety of documents and materials (e.g. work orders, inventory, maintenance requisitions, books, periodicals, etc.) for the purpose of ensuring accuracy of materials inventory, providing required materials and/or assisting in office administration.
- Responds to inquiries of students, staff, parents (e.g. availability of materials, finding appropriate documents, status of orders, etc.) for the purpose of providing requested information and/or referring to appropriate resources.

Other Functions

- 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 using pertinent software applications; operating audio-visual and media equipment; 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 understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze 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 mechanical aptitude; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience 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

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 45

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

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____