

TITLE: Secretary to Federal Programs Director

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Formal training in office practices/bookkeeping and experience preferred.
3. Written and oral communication skills, ability to operate machinery and deal with multiple tasks, computer competence, excellent typing and proofreading skills.
4. Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

REPORTS TO: Federal Programs Director

JOB GOALS: To assure the smooth and efficient operation of the Federal Programs.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Federal Programs Director with day-to-day operations.
2. Complies with school, system, state, and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
3. Maintains confidentiality of sensitive information and material; adheres to chain of command.
4. Demonstrates loyalty to the school system and administrators.
5. Enhances the climate of the building and the morale of colleagues.
6. Maintains a pattern of prompt and regular attendance.
7. Greets visitors in a courteous and professional manner; provides information and handles business routinely and associates with a busy, productive, and smoothly run office.
8. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural guidelines, and exhibits the fundamentals of good public/customer service.
9. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
10. Exhibits time on task and a flexible, cooperative, progressive and hard- working attitude and style. Limits personal business and phone calls to a minimum during work hours.
11. Assists the director in procedures and timelines for inputting data, scheduling, reporting, calendar functions, and other activities, as needed.
12. Appropriate verbal, written, and telephone communication skills.
13. Receives and returns telephone calls on behalf of the director, as requested, using high standards of telephone techniques.
14. Knowledge and proficiency in typing and word processing skills.
15. Accurate and consistent proof reading skills.
16. Proficiency in drafting written correspondence, answers correspondence received by and on behalf of the director, as requested.
17. Knowledge and proficiency in spreadsheet and database applications.
18. Knowledge and proficiency in the use of Internet and email.
19. Knowledge and proficiency in the use of other computer application, as applicable.
20. Knowledge and proficiency in the use of office machinery, as applicable.
21. Knowledge and proficiency in the development, revision, production of documents, report forms, and materials.
22. Maintains and manages files, records, office supplies, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.
23. Maintains accurate and up-to-date data in student records according to state and local criteria.
24. Maintains and submits reporting data according to state requirements in a timely manner.

25. Monitors revenues and expenditures and maintains current status of all funds.
26. Processes purchase order requests and disburses shipments in a timely manner.
27. Maintains accurate inventory reports on all federal equipment.
28. Performs other duties, as requested by the director.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel.