

JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR TECHNOLOGY

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate; and one to three years related experience and/or training which provides the required knowledge, skills and abilities for this position. Proficient in Word, Excel, the Internet and standard industry computer operations. Ability to use email.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director of Technology

GENERAL RESPONSIBILITIES

1. Provides administrative and secretarial support services to the Director of Technology and staff.

SPECIFIC RESPONSIBILITIES

1. Maintains working knowledge of computerized systems and other office equipment.
2. Provides secretarial services that include receiving and distributing departmental mail, faxing messages, and making daily checks of the electronic mail for the department.
3. Enters departmental requisitions into TERMS Finance and tracks purchase orders through to completion.
4. Orders office supplies with contracted office supply vendor(s).
5. Opens US mail and pony mail. Date stamps all mail and distributes to staff.
6. Receives visitors and phone calls, handles routine inquiries (referrals, messages, appointments); schedules appointments, interviews and meetings for staff.
7. Assists with the coordination of record retention/storage.
8. Accesses, inputs and retrieves information and data from the district's network computer.
9. Processes leave forms and submits bi-weekly payroll.
10. Assists in the preparation of reports and departmental records as needed.
11. Takes notes and minutes of conferences, meetings and functions as required.
12. Delivers and Retrieve Components and Equipment from various locations as necessary.
13. Prepares spreadsheets and arranges information in various formats as necessary.
14. Assists with Technology Department Inventory as necessary.
15. Performs other duties as assigned.