

## JOB DESCRIPTION

TITLE TITLE I RESOURCE SECRETARY

## 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. Bilingual preferred.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance 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, circumference, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
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.
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 moderate.
REPORTS TO	Assistant Director, Federal State Grants

## GENERAL RESPONSIBILITIES

1. Performs all secretarial functions in support of the Title I Resource Specialists.
2. Conducts and maintains on-going inventory of all Title I Basic and Migrant properties.
3. Assists with selected activities related to Title I operations.

## SPECIFIC RESPONSIBILITIES

1. Receives and takes appropriate action on verbal, written and electronic communications.
2. Performs clerical tasks such as typing correspondence, inputting assessment data, accessing district database, and preparing requisitions.
3. Maintains and updates cellular phone log.
4. Completes liability insurance form for migrant vehicles yearly.
5. Assists in research activities relative to assigned projects.
6. Establishes and maintains conventional and computer-based filing systems.
7. Participates in appropriate professional development activities to maintain and enhance work-place efficiency, including utilization of technology.
8. Maintains and reports accurate, timely, audit-compliant inventories of Title I Basic and Migrant equipment, furniture, and materials assigned to project sites.
9. Calculates annual user rental fees on Title I Migrant property utilized by non-migrant programs including ability to relocate classrooms, equipment, furniture, and instructional materials.
10. Establishes and maintains Title I supplies and equipment lists. Requests authorization to dispose of equipment and coordinates with district staff to have equipment picked up.
11. Coordinates with state, district, and school personnel in the proper tagging of tangible property, establishing semi-annual inventory schedules, and performing physical inventories at each site.
12. Assists in monitoring Title I resource budgets.
13. Processes work orders for department computer problems.
14. Accesses, inputs and retrieves information and data from a computer.
15. Performs other duties as assigned.