

DIRECTOR'S SECRETARY



Reports to: Director of Department
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Classification: Level 6
Revised Date: March 2019

SUMMARY:

Performs secretarial duties and assists with data, fiscal and personnel support to assist the Director of the department in achieving departmental goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in relieving the Director of administrative details.
- Answers phones, routes calls, and takes messages, gives information as needed.
- Transcribes and types correspondence, memos and bulletins.
- Maintains files, organizes office, orders supplies.
- Sorts and distributes mail.
- Facilitates travel arrangements.
- Assists with data systems and special projects including Skyward.
- Provides ongoing data input including State Reports to OSPI and other agencies.
- Assists with data analysis and reporting.
- Supports fiscal processes for Administrator, related to; requisitions, purchase orders, and other related activities.
- Support personnel processes related to employee requisitions and payroll actions.
- Provides support to administrator on special projects as they relate to the needs of the organization.
- Assist with assessing and determining department bid specifications and help facilitate bid process/selection.
- Assist with development, implementation and monitoring of work plans, systems and procedures.
- Assist with planning and set up for meetings and trainings.
- Help manage timelines and compliance with department requirements.
- Interact with other district departments, outside vendors, and agencies.
- Other Duties as assigned.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs 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 regularly required to sit, stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, talk and hear. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent.
- One year post-high school secretarial training, including computer training.
- Three years secretarial/clerical experience, including computer data input and retrieval.
- Must have excellent grammar, spelling, and punctuation skills.
- Must have knowledge of record keeping and filing systems.
- Must have demonstrated strong experience with Excel, Word & Outlook programs.
- Experience with Skyward preferred.
- Must be detailed oriented and able to multitask.
- Ability to work as a team.
- Ability to relate effectively to diverse population.
- Attendance and punctuality are important in this position.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830