



Job Title: Secretary to the Director of Visual and Performing Arts

Exemption Status/Test: Non-exempt

Reports to: Director of Visual and Performing Arts

Date Revised: January 2017

Dept. /School: Visual and Performing Arts

Primary Purpose:

Under moderate supervision, organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

Qualifications:

Education/Certification:

High School Diploma or GED
Certified Educational Office Professional (CEOP), preferred

Experience:

Two (2) years secretarial experience, preferred

Special Knowledge/Skills:

Advanced knowledge in Microsoft Office (Access, Excel, Outlook, Power Point, Publisher, Word) and Adobe Acrobat Pro
Expertise in MS Word form creation and editing, preferred
Oracle training and knowledge, preferred
Proficient skills in keyboarding, data entry, word processing, and file maintenance
Ability to prioritize workflow to address the multiple needs of the director or the department
Ability to multi-task numerous complex administrative activities
Basic bookkeeping skills
Effective communication and interpersonal skills
Initiative in performing routine office functions

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manuals and presentations for the department head and other department staff members.
2. Update, maintain and run reports for the Music Enrichment program, Master Service Agreements, award jackets and teacher release days.
3. Compile, maintain, and file all reports, records and other documents as required.

Accounting

4. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
5. Order and maintain inventory of office supplies and fine arts equipment.
6. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

Other

7. Answer and respond to incoming calls, take reliable message and route to appropriate staff.
8. Maintain a schedule of appointments and make travel arrangements for department staff.
9. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities and arranging equipment and refreshments.
10. Receive, sort, and distribute mail and other documents to department staff.
11. Maintain confidentiality of information.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.