

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/13/17



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 6/6/17

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: Position Creation - Part time Department Secretary (Business Office and HR Dept)

Description: Stacy Edwards, Finance Director and Jason Andreas, Human Resources Director are recommending the creation of a part time department secretary (20 hours per week) to be split 50/50 between the Business Office and the Human Resources Department. During the recent reorganization the faculty that was working part time for the HR Department has been reassigned full time to the Business Office creating the need.

📊 Department Secretary (\$14.77 hr x 4 hours per day x 260 days x 18% fringe) = \$18,126.00

Financial Impact: \$18,126.00

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s):

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: October 26, 1999

Program/Department Secretary

Summary of Functions

Provides support to the program/department administrator in carrying out the administrative functions of the office including secretarial, clerical, and receptionist tasks as assigned. Position may be under two or more programs/departments depending on assignment.

Essential Duties and Responsibilities

- 1) Personal Contacts – Places and receives telephone calls and records messages. Welcomes visitors and arranges for their comfort. Screens unexpected callers in accordance with predetermined policy.
- 2) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. Processes incoming correspondence as instructed.
- 3) Data Entry - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 4) Mail – Receives and routes incoming mail to supervisor and/or coworkers. Prepares outgoing mail as required.
- 5) Meetings – Makes arrangements for meetings, including time, space and equipment. Assembles background material for supervisor and/or coworkers. May be required to record and transcribe minutes for various meetings.
- 6) Files – Establishes and maintains files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and/or coworkers.
- 7) Personnel – Prepares personnel forms for approval by supervisor and other required signatures. Maintains accurate payroll records. Inputs data into the computerized payroll system.
- 8) Procurement – Secures needed equipment, services, and supplies for office. Maintains office supplies, publications, etc. Issues supplies and materials to staff upon proper requisition as approved by the supervisor.
- 9) Bookkeeping/Budgeting – Performs any bookkeeping tasks and monitors budget accounts as required.
- 10) Backup – May, on a regular or temporary basis, serve as backup to receptionist, clerks, or other secretaries as assigned.
- 11) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures.

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- 12) Reports – Prepares and submits reports and other documents as required.
- 13) Other – Performs such other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to the program/department administrator(s), as applicable for the respective program(s)/department(s).

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☞ High school diploma or equivalent.
- ☞ One (1) years of education and/or experience in secretarial science/office management.
- ☞ Proficient with desktop computers, preferably Microsoft operating system.
- ☞ Knowledge of the administrative functions and their respective policies and procedures e.g., personnel, finance, procurement, records management, etc to perform clerical tasks.
- ☞ Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- ☞ Knowledge of grammar, spelling, punctuation, and prescribed formats.
- ☞ Skill as a qualified typist.
- ☞ Ability to record and transcribe minutes.
- ☞ Good communication and organization skills.
- ☞ Ability to work with others and without close supervision.
- ☞ Ability to handle details accurately.
- ☞ Ability to focus on work despite office interruptions.
- ☞ Good work habits.

Desirable Qualifications – Experience in school operations/office work.

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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.