

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Program Secretary	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 or 12 months	<i>Grade:</i> 6

Job Summary

Performs a variety of intermediate clerical, financial, and secretarial tasks in support of an administrative program.

Essential Job Functions

Maintains program statistics by recording and compiling data.

Answers and directs in-person and telephone inquiries; serves as a program representative and subject matter expert regarding program procedures and processes.

Resolves daily operation problems within parameters of established policies and procedures.

Performs program-related accounting, personnel, and payroll functions such as: orders supplies, textbooks, and equipment; reconciles accounts and maintains receipt and disbursement records of funds; maintains petty cash; processes employee change of status, time sheets, employee leaves, and may assist in the coordination of scheduling substitute employees.

Transcribes, drafts, and/or prepares letters, memos, agenda items, reports, contracts, grant requests, and other documents.

Updates and maintains program's web site (if applicable).

Proofreads for English usage, spelling, punctuation, and grammar.

Makes travel arrangements; schedules meetings and interviews, and makes logistical arrangements for the same. Keeps appointment calendar for staff, upon request.

Organizes and maintains required files and records, including confidential materials.

Attends meetings and prepare minutes.

Participates in communications teleconferences and provides summary to administrator.

Routes incoming mail to appropriate department staff.

Non-Essential Job Functions

May identify and recruit project resource persons.

May solicit and review applications for temporary support staff and orientate temporary hires.

May prepare portions of or complete brochures, newsletters, and other informational/promotional material, including layout issues and writing text.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy equipment, fax machine, and 10-key calculator.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Daily contact with program administrator, administrative center staff, and the public.

Responsibility for Cash, Equipment, Safety

Maintains accountability for petty cash. Secures other monies as required.

Supervision Received and Exercised

The program secretary receives oral and/or written instructions from the program administrator

Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or GED equivalent.
2. One (1) year secretarial experience.
3. Proven knowledge of standard office procedures, practices, and equipment.
4. Good oral and written communication skills in English.
5. Proven skill in maintaining accurate records and filing systems, including bookkeeping skills.

6. Good skills in the use of computer software, including word processing, spreadsheet, database, desktop publishing, and web site editing; experience with email and the internet.
7. Ability to meet deadlines and flexibly reprioritize work as needed; identify and address program needs; positively represent the program, user groups, and the public; interact with others in a courteous and tactful manner; and maintain confidentiality of records and oral information required.

The following is preferred:

1. Experience with MUNIS software system.
2. Three (3) years of secretarial experience.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.