

Job Title: Secretary, LLR	Wage/Hour Status: Hourly
Reports to: Administrator	Pay Grade: 305
Dept./School: Library Learning Resources	Date Revised: May 3, 2021

Primary Purpose

Assist Library Facilitator in a variety of tasks to include managing/maintaining office of L.L.R. Administers the Reading Is Fundamental Program. Assist campus librarians with information, including procedures. Assist department staff members by answering telephone and directing messages, typing, word processing and processing reports. Manages district-wide programs assigned to L.L.R.

Qualifications**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications

Experience

Three (3) years clerical or secretarial experience

Major Responsibilities and Duties

1. Assist in preparation of payroll by coordinating weekly time sheets, sign-in sheets, and logs; track nonduty and sick days, and assist other personnel in maintain proper records.
2. Administer the Federal Reading Is Fundamental Program, which incorporates multiple funds both external and local for most elementary campuses, creating many required reports and contracts. Frequently in contact with Washington, D.C. personnel.
3. Track L.L.R. budget and RIF budget of more than \$500,000 and prepare, issue, and prepare reports, receipts, bills, and statements.
4. Perform accounting, budgeting, and purchasing functions and procedures; for more than 90 librarians.
5. Maintain communication with the librarians, other district personnel, and vendors.
6. Prepare with the administrator district bids and School Board reports.
7. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
8. Assist professional with downloading cataloging records for district online catalog.
9. Tabulate and post statistical or numerical data to records, create statistical spreadsheets.
10. Open and route incoming mail, answer routine correspondence, research other correspondence, send out reminders for missing reports, and compose memos and letters.
11. Conduct and maintain stock inventory and re-orders when necessary.
12. Use judgment and discretion in planning work details.
13. Schedule meetings and rooms with other district personnel.
14. Assist department personnel and campus librarians with computer functions and network inquiries.
15. When necessary, also perform receiving function for department and campus librarians.
16. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Instruct/give direction to other clerks and Administer Reading Is Fundamental

Equipment Used

PC Computers, WAN computers, printer, fax machine, copier, typewriter, adding machine, and calculator.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain control under stress. Work with frequent interruptions; repetitive hand motions, prolonged use of computer; work independently, receiving a minimum of detailed supervision or guidance

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.