

**Job Title:** Secretary to Director

**Wage/Hour Status:** Hourly

**Reports to:** Director

**Pay Grade:** 307

**Dept/School:** Transportation

**Date Revised:** January 4, 2022

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**Primary Purpose**

Perform general office procedures and provide support in various matters pertaining to the Department.

**Qualifications**

**Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing score on the district's clerical tests
- Excellent organization, communication, public relations, and interpersonal skills
- Strong working knowledge of computers and software applications, to include MS Word, Excel, and other internet-based applications.

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

1. Promote a positive image for the office through effective communication and maintain good rapport with District employees at organizational levels.
2. Manage the travel arrangements for staff and submit applicable paperwork.
3. Perform routine typing tasks to generate department documentation, records, and correspondence.
4. Maintain, organize, and file department records while maintaining confidentiality.
5. Monitor the department communication center by answering telephones, directing calls, and receiving messages.
6. Assist the Director with the production of reports and documents.
7. Receive and distribute department mail.
8. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
9. Initiate requisitions through purchase orders and the warehouse online ordering system and distribute products accordingly.
10. Work independently receiving a minimum of detailed supervision and guidance.
11. Schedule appointments and maintain a calendar for the Director.
12. Coordinate specific work requiring the participation of other departments.
13. Provide reports, correspondence, and verbal assistance to school officials.
14. Provide instructions to other employees under the supervisor's direction.
15. Prepare Board of Trustees (BOT) agenda items as needed.
16. Assist with Frontline/TEAMS payroll system; prepare payroll documents.
17. Manage and document the bus driver and bus monitor point system used to assign employee working hours.
18. Communicate with parents, teachers, and principals concerning pupil transportation problems.
19. Receive and record orders for supplies, equipment, or services and take stock inventory.
20. Prepare, issue, and distribute receipts, bills, statements, and checks.
21. Assist with bus driver certification record updates, including driver's license and physicals.

**Supervisory Responsibilities**

Supervise assigned personnel

**Equipment Used**

Personal Computers, printer, fax machine, copier, scanner, typewriter, adding machine, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

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

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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: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.