

Job Title:	Secretary to Assistant Director	Wage/Hour Status:	Hourly
Reports to:	Director and Assistant Director	Pay Grade:	304
Dept/School:	Athletics	Date Revised:	February 27, 2004

Primary Purpose

Support the Athletic Director, Assistant Athletic Director, Athletic Business Manager, and other staff members by performing secretarial and clerical work which including but not limited to travel arrangements, purchasing, and maintaining the department supplies, and ordering athletic awards.

Qualification**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on district's clerical tests
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications

Experience

Two (2) years of secretarial and clerical experience

Major Responsibilities and Duties

1. Order awards for high school and middle school competitions sponsored by the district.
2. Update and maintain database to control and order letterman jacket awards for high schools.
3. Maintain inventory of office equipment and supplies for the Athletic Department.
4. Order forms from print shop for the current and up coming school year.
5. Provide coaches with travel packet information and prepares paperwork and travel packets for athletic trips.
6. Coordinate travel of athletic teams and coaches by communicating with bus companies, van rental agencies and hotels as the district representative.
7. Reconcile travel packets for expenses accrued during trips taken by coaches, and students.
8. Handle reimbursements for administration, principals, and coaches.
9. Perform routine bookkeeping tasks.
10. Receive into the AS400 Purchase Order Program System.
11. Create purchase orders and invoices for vendors.
12. Sell football game tickets and employee passes.
13. Prepare payroll for district employees working EPISD football games. Respond to employee questions regarding pay problems.
14. Compile and maintain files, records, reports, and other documents required pertaining to campuses and sports.
15. Organize and perform routine work activities.
16. Work under general or specific direction but performs assigned duties with considerable independence as to work methods and propriety of assignments.
17. Create and send out assignment letters for all football personnel working EPISD football games.
18. Create Football Clinic badges and flyers, mails them out to all schools.
19. Provide backup services to secretary for daily absences and collecting and checking weekly timesheets for hourly employees.
20. Handle District passes, retiree passes, employee passes, and coaches' family passes for EPISD schools.
21. Maintain a scrapbook of outstanding athletes and teams.
22. Keep accurate and current information on coaches on EPISD campuses for Athletic Director.
23. Maintain an optimal level of accuracy for assigned work to ensure good bookkeeping.

- 24. Answer and direct incoming calls.
- 25. Open and route incoming mail and answer routine correspondence.
- 26. Provide backup for updating the Athletics website with current scores, schedules, and forms for the coaches to access.
- 27. Provide backup for revising schedules as they change and post them on the website.
- 28. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers, printer, fax machine, copier, typewriter, adding machine, 10 keypad 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

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.