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| Job Title: Secretary to Director | Wage/Hour Status: Hourly |
| Reports to: Director | Pay Grade: 307 |
| Dept/School: Food and Nutrition Services | Date Revised: December 21, 2023 |

Primary Purpose

Perform general office procedures in addition to managing the clerical staff.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Knowledge of AS/400 Financial Management System
- Passing scores at the promotional level on district's clerical tests
- Excellent organization, communication, public relations and interpersonal skills
- Knowledge of spreadsheet and database software, i.e., MS Word/Excel

Experience

Three (3) years clerical or secretarial experience

Two (2) years experience as a personal secretary

Major Responsibilities and Duties

1. Serve as the department receptionist.
2. Perform routine typing tasks to generate department documentation, records and correspondence.
3. Maintain, organize and file department records.
4. Monitor the department communication center by answering telephones, directing calls and receiving messages.
5. Assist the director and supervisors with the production of reports and documents.
6. Receive and distribute the department mail.
7. Work independently receiving a minimum of detailed supervision and guidance.
8. Coordinate specific work requiring the participation of other departments.
9. Schedule appointments and maintain a calendar for the director.
10. Provide reports, correspondence and verbal assistance to school officials.
11. Provide instructions to other employees under the supervisors' direction.
12. Provide training to subordinate clerks on specific department procedures and software applications.
13. Responsible for preparing BOT agenda items for department purchases.
14. Assist in training and supervising temporary staffing personnel in the meal application scanning, verifying, research and committing processes for the SNAC office.
15. Assist in training and supervising clerical staff in processing all payroll sign-in sheets and weekly time sheets from the school cafeterias.
16. Assist in training and supervising clerical staff in processing invoices.
17. Assist in preparing the monthly reimbursement claim for submission.
18. Assist in processing of food and supply orders by school site using the computerized SNAP/WINSNAP software program.
19. Assist in the booking of catering events and the billing of the special function requests.
20. Assist other clerical assistants as time permits.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Six – SNAC coordinator, SNAC clerks, clerical assistants, CNP payroll, invoice and purchasing.

Equipment Used

Personal computer, printer, fax machine, copier, 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

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with federal funds and my job duties/responsibilities must comply with the Federal Program requirements.

Employee Signature: _____ **Date:** _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with Federal Program requirements.

Supervisor Signature: _____ **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.