

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: ADMINISTRATIVE SECRETARY FOR PROGRAM DIRECTOR OF MCKINNEY VENTO

BASIC FUNCTION:

Perform a wide variety of specialized and responsible secretarial and administrative support duties for the program director. Organize and coordinate office activities and communications to assist the director with assigned functional areas of responsibility.

REPRESENTATIVE DUTIES:

- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations, and the public; obtain and provide information, coordinate activities, and resolve problems.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness, and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Schedule meetings, conferences, and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary.
- Compile information and data for a variety of reports; organize, type, and print reports and other written materials related to assigned office functions.
- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures, and regulations.
- Prepare a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda, and other documents. Receive, process and route mail; order, issue and maintain department supplies, forms, and equipment.
- Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established timelines, procedures, and standards of quality.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment.
- Record keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Operation of a computers and other office equipment. T

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ABILITY TO:

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and timelines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Operate a variety of office equipment including computer terminals, calculator, and copiers.
- Plan for meetings and conferences.
- Maintain a variety of files, records, and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

Proficient in Spanish preferred, but not required.

200 days – 7 hours per day

2-year position

December 2021

