

JOB DESCRIPTION

POSITION TITLE: Secretary VI, Events & Venue Management	JOB CODE: 487B
DIVISION: Chief of Staff	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Events & Venue Management	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director, Events & Venue Management	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides high quality administrative assistance and clerical services for the Senior Executive Director, Events & Venue Management.	
Revision date : 2/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: Two years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, word processing and computer productivity tools, typing, ability to multi-task

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Opens, reads, and routes all mail; handles correspondence for the Senior Executive Director, Events & Venue Management.
3.	Handles telephone and electronic communications among central office, school personnel, vendors, venues, and the community; prepares correspondence as needed in final form & maintains files of all correspondence, documentation, and reports.
4.	Designs and prepares reports, forms, presentations, and other supporting materials and documents in final form.
5.	Prepares and processes purchase orders for the Events & Venue Management Department.
6.	Processes and maintains data and records for procurement cards and other expenditures and revenue of the Events & Venue Management Department.
7.	Processes information and organizes and maintains records and files for active and archived events and projects.
8.	Prepares, duplicates, collates, and disseminates written and/or electronic materials to all schools and other appropriate departments, vendors, venues, and personnel.
9.	Sets priorities and performs duties, accordingly, demonstrates ability to work independently, and handles confidential matters in a professional manner.
10.	Prepares materials and information, attends and records minutes for meetings conducted by the Senior Executive Director, Events & Venue Management.
11.	Enters payroll postings for the Events & Venue Management Departments and maintains records of regular and supplemental pay.
12.	Processes orders and manages delivery of diplomas for schools and individuals; maintains records of orders and deliveries.
13.	Maintains and coordinates the Senior Executive Director's calendar.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____