POSITION DESCRIPTION

TITLE: English Language Learners (ELL) Program and Budget Secretary
LOCATION: Administrative Service Center
REPORTS TO: Manager of ELL Programs
DEPARTMENT: ELL

SUMMARY STATEMENT:
This position serves as secretary to the ELL Department, performing duties that require independent judgment and knowledge of District and departmental procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Answer and direct all incoming calls and inquiries to the appropriate personnel.
3. Open and read all written communications, taking appropriate action when necessary before submitting to the manager and program coordinators.
4. Prepare and distribute department correspondence (i.e. memos, letters, reports, project packets, data, etc.)
5. Establish and maintain budget and other departmental files.
6. Coordinate department projects with other instructional and non-instructional departments.
7. Monitor AESOP system matching professional development (PD) participants with the substitutes utilized for each PD conducted by the ELL Department.
8. Coordinate all department budgets, including such tasks as:
   • input department purchase orders
   • receive and process purchase requisitions for department as necessary
   • post/reconcile with accounting printouts and time sheets
   • prepare monthly budget reports
   • work with accounts payable department, vendors, and staff in processing invoices/purchase orders for payment

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Function</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>66-100%</td>
</tr>
<tr>
<td>Speaking</td>
<td>66-100%</td>
</tr>
<tr>
<td>Vision</td>
<td>66-100%</td>
</tr>
<tr>
<td>Sitting</td>
<td>33-66%</td>
</tr>
<tr>
<td>Standing</td>
<td>33-66%</td>
</tr>
<tr>
<td>Walking</td>
<td>Up to 33%</td>
</tr>
<tr>
<td>Writing</td>
<td>66-100%</td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>Up to 33%</td>
</tr>
<tr>
<td>Lifting/Carrying-Up to 50 lbs.</td>
<td>33-66%</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td></td>
</tr>
<tr>
<td>Use of hands and or arms for repetitive motion</td>
<td>66-100%</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:
Written Communication (66-100%)  Verbal Communication (66-100%)  Reading Documents (66-100%)
Reasoning (33-66%)  Detailed Work (33-66%)  Confidentiality (66-100%)
Multiple Concurrent Tasks (66-100%)  Customer Contact (66-100%)  Math (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, telephone, 10-key calculator, scanner, all copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Typing/keyboarding of 50-70 wpm.
2. A minimum of two years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer, using a Windows environment, PowerPoint, Excel spreadsheets, and familiarity with the Internet.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Must possess a good math aptitude.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to handle multiple priorities at one time.
8. Demonstrated organizational skills and a commitment to follow through in a timely manner.
9. Demonstrated ability to work on own initiative and problem solve.
10. Demonstrated ability to operate the office equipment as listed above.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ___________________________  Date: ______________

District: ___________________________  Date: ______________

Revised Date: 03/17/2016
Classification: Secretarial
Class: Class II
Display on Web? Yes

English Language Learners (ELL) Program and Budget Secretary