POSITION DESCRIPTION

TITLE: Secondary Athletics/Activities Secretary
LOCATION: Secondary Schools
REPORTS TO: Athletic Coordinator/Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The Activities/Athletics Secretary position is assigned to the student activity office and is responsible for the needs of the athletic department, student body, and staff. This position is also responsible for maintaining the Activities and Athletic Budgets.

ESSENTIAL FUNCTIONS:
1. Work closely with the building administrator(s) in the daily administration and operation of the building and/or department.
2. Communicate effectively with a variety of persons (students, parents, staff, and patrons) and/or agencies for the purpose of providing information, ascertaining and prioritizing needs, and to furnish assistance as appropriate.
3. Monitor assigned district activities and/or program components for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
4. Process a variety of documents, mail and materials for the purpose of disseminating information to appropriate parties. Type correspondence, reports and forms as needed.
5. Prepare and maintain a variety of records, reports, files and written materials for the purpose of conveying information and meeting state, federal and/or district requirements as well as an up-to-date reference and audit trail for compliance.
6. Oversee Athletic budget and reconcile Athletic, General, and Associated Student Body (ASB) accounts.
7. Process purchase orders, invoices, supply and equipment requisitions, warehouse requisitions, travel authorizations, claims for expenses, and procurement card purchases for ASB and Activity purchases.
8. Prepare cash boxes for all functions under the Associated Student Body (ASB).
9. Collect and receipt all incoming monies, maintain proper records of fund raising and resale activities and deposit funds into bank.
10. Manage reimbursements for ASB, Athletic and District Funds.
11. Clear all students participating in athletics, checking eligibility of each individual student and maintain sports physicals.
12. Prepare paperwork for athletic events and tournaments.
13. Prepare various supply requisitions, i.e. first aid and athletic equipment. Inventory and store equipment after receipt.
14. Prepare supporting data for transportation involving activities and athletic events, work with coaches to arrange transportation and reschedule events as necessary.
15. Control sale, refunds and track all student body cards, shop cards, books, fees, Driver Ed, yearbooks, etc.
16. Prepare awards for all athletic events and award records for individual students.
17. Process payroll paperwork (forms) for officials for all home athletic events.
19. Compose, prepare and distribute various correspondence for Athletic Director and other administrators and staff.
20. Distribute sport schedules to school and media.

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

PHYSICAL DEMANDS REQUIRED:

Vision (66-100%)

Speaking (66-100%)

Hearing (66-100%)

Sitting (Up to 33%)

Standing (33-66%)

Stooping (Up to 33%)

Bending (Up to 33%)

Lifting/Carrying Up to 50 lbs. (Up to 33%)

Acceptable Attendance

Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:

Reading (66-100%)

Math (33-66%)

Training (Up to 33%)

Detailed Work (33-66%)

Problem Solving (Up to 33%)

Verbal Communication (66-100%)

Written Communication (33-66%)

Constant Interruptions (66-100%)

Multiple Concurrent Tasks (66-100%)

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:
Computer, telephone, 10-key calculator, FAX machine, all copy machines 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 wpm.
2. A minimum of two years of experience in a related field, or equivalent training.
3. Experience working with Associated Student Body (ASB) policies and procedures preferred.
4. Accounting experience preferred.
5. Working knowledge and experience with WESPaC and InTouch receipting preferred.
6. Must possess a good math aptitude.
7. Must be able to acquire a working understanding of account codes.
8. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
9. Demonstrated ability to perform general office procedures with accuracy.
10. Demonstrated ability to perform on the computer, using Windows environment and related applications.
11. Demonstrated ability to communicate effectively with students, staff, and the general public.
12. Demonstrated ability to perform independently and work under conditions of constant interruption and perform under deadline pressure.
13. Demonstrated ability to be accurate, dependable, tactful, confidential and have good problem-solving skills.
14. Demonstrated ability to perform the tasks accurately and in accordance with established guidelines.
15. Demonstrated ability to handle multiple priorities at one time.
16. Demonstrated organizational skills and a commitment to follow through.
17. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________  Date: ______________

District: ___________________________  Date: ______________

New [X]
Revised Date: 6/18/19
Classification: Secretarial
Class: Class II
Display on Web? No

Secondary Athletics/Activities Secretary