POSITION DESCRIPTION

TITLE: Secretary, College Career and Technical Education Advisory Committee

LOCATION: Administrative Service Center (ASC)

REPORTS TO: Director, College Career and Technical Education or Designee

DEPARTMENT: College Career and Technical Education

SUMMARY STATEMENT:
This position will coordinate and support the high school College Career & Technical Education Advisory Committees. This position requires flexible scheduling and the ability to work independently (late afternoon/evening meetings).

ESSENTIAL FUNCTIONS:
1. Communicate effectively with administration, staff, business and industry volunteers, and the general public by telephone, via e-mail, and in writing.
2. Work with administration, staff, business and industry volunteers, and the general public to schedule meetings.
3. Prepare and send out agendas and appropriate documents to committee members in advance.
4. Verify attendance prior to the meetings, confirm location, assist with room arrangements and special equipment, as needed. Arrange for beverages, snacks, and meals as appropriate.
5. Prepare and maintain attendance lists.
6. Attend meetings, record meeting minutes, transcribe minutes, and prepare draft for review.
7. Prepare final minutes from draft, distribute (as appropriate) and keep documentation on file.
8. Maintain files for advisory committees, including membership lists, agendas, minutes, attendance lists, correspondence, handouts, etc.
9. Key and maintain all CCTE instructional frameworks.
10. Develop survey tools, collect data, and provide presentation materials.
11. Drive from location to location in order to accomplish tasks.

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

PHYSICAL DEMANDS REQUIRED:
- Hearing (66-100%)
- Speaking (66-100%)
- Vision (66-100%)
- Bending/Stooping (Up to 33%)
- Sitting (66-100%)
- Pushing/Pulling (Up to 33%)
- Standing (Up to 33%)
- Writing (66-100%)
- Walking (Up to 33%)
- Acceptable Attendance
- Lifting/Carrying up to 30 pounds (Up to 33%)
- Driving (66-100%)
- Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
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:
IBM/PC (clone), typewriter, telephone, 10-key/calculator, 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.
2. Demonstrated ability to communicate effectively with administration, staff, and business and industry volunteers.
3. Previous experience coordinating meetings, and recording and transcribing meeting minutes.
4. Must possess personal characteristics of flexibility, initiative, cooperation, and the ability to work independently.
5. Must possess basic math skills.
6. Demonstrated ability to operate a computer, using a Windows environment and related Microsoft applications.
7. Demonstrated ability to use the internet and various presentation software, PowerPoint preferred.
8. Demonstrated ability to operate the office equipment as listed above.
9. Demonstrated organizational skills, the ability to prioritize tasks, and the ability to follow through.
10. Must be able to travel from location to location in order to accomplish tasks.
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.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________ Date: __________________

District: ____________________________ Date: ________________

Revised Date: 12/12/2013
Classification: Secretarial
Class: Class II
Display on Web? Yes

Secretary, College Career and Technical Education Advisory Committee