POSITION DESCRIPTION

TITLE: Secretary, Skills Center Director
LOCATION: Clark County Skills Center (CCSC)
REPORTS TO: Director/Assistant Director(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the general supervision of the Director of the Clark County Skills Center and/or Assistant Director(s), this position is responsible for secretarial activities and the coordination of communication and reports for the Skills Center administrative staff, building staff, Administrative Service Center, and the State.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public.
2. Provide secretarial support for the Director of the Skills Center.
3. Answer the telephone and respond to inquiries and requests from students, staff, and the general public.
4. Manage information and workflow of the Skills Center office staff.
5. Establish and maintain general and confidential files.
6. Prepare payroll information for all building certificated and classified employees as well as substitute employees, including time sheets, leave forms, and extended day forms.
7. Maintain quality control and continuous improvement of Skills Center information, policies, and procedures.
8. Act as liaison to Personnel regarding such issues as pay, W-2 forms, directory information, retirement forms, and inservice activities.
9. Maintain certificated and classified records.
10. Calculate the MIX factor necessary to determine certificated instructional staffing units for inclusion in the Skills Center's vocational funding formula.
11. Manage staff's vocational certification records--correspond with certification personnel at the Office of Superintendent of Public Instruction (OSPI), and the Personnel department regarding vocational certification status.
12. Compose, type, proofread, and finalize grant applications, correspondence and reports as required.
13. Maintain calendar and schedules of administrative and office staff and campus activities, and keep staff up-to-date as needed.
14. Schedule and coordinate substitutes.
15. Issue and track building keys, security devices, Audio-visual equipment, and vans as necessary.
16. Prepare meeting agendas and minutes for the Skills Center's General Advisory Committee.
17. Prepare beginning and end-of-year information for staff.
18. Prepare agendas and necessary handouts, and take minutes at staff meetings.
19. Prepare agendas and necessary handouts, and take minutes for all Superintendents' Administrative Council meetings.
20. Prepare and submit the district-wide plan.
21. Coordinate the completion and timely filing of State reports for funding and accountability.
22. Prepare and maintain all program renewal forms and records.
23. Prepare and maintain the staff handbook.
24. Process all travel requests, arrangements and reports for staff travel and field trips.
25. Maintain records on all contracts and agreements.
OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Speaking</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Hearing</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Sitting</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Standing (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Bending (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Stooping (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Walking (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td></td>
</tr>
<tr>
<td>Writing (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Reaching (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Lifting/Carrying Up to 30 lbs. (Up to 33%)</td>
<td></td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Detailed Work</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Written Communication</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Verbal Communication</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Customer Contact</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Constant Interruptions</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Reading Documents</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks</td>
<td>(66-100%)</td>
</tr>
</tbody>
</table>

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), telephone, typewriter, printer, 10-key calculator, copy machines, FAX machine, scanner, postage meter, 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 three years of experience in a related field, or equivalent training.
3. Must be able to acquire a working understanding of account codes for payroll purposes.
5. Demonstrated skills in project management preferred.
6. Demonstrated ability to communicate effectively with students, staff, and the general public.
7. Demonstrated ability to coordinate several ongoing and concurrent projects and be flexible, both in time commitment and in dealing with individuals.
8. Must possess a good math aptitude.
9. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
10. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
11. Demonstrated organizational skills and a commitment to follow through.
12. Demonstrated ability to maintain an up-to-date understanding of vocational certification requirements and communicate effectively with staff regarding requirements to maintain current status.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Must be able to acquire a Type II Driver's License.
15. 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: 09/01/2008
Classification: Secretarial
Class: Class III
Display on Web? Yes

Secretary, Skills Center Director