



## **CLASSIFIED JOB DESCRIPTION OF SECRETARY TO ATHLETIC DIRECTOR GRADE 4**

### **QUALIFICATIONS:**

1. A high school diploma or training and experience that are considered equivalent.
2. A good knowledge of word processing, typing, filing, and operation of common office equipment.
3. Three to five years successful experience as a secretary preferred.
4. A knowledge of good telephone communications.
5. An ability to handle confidential matters, set priorities and work well under pressure with an attention to detail.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

### **REPORTS TO:**

Athletic Director

### **JOB GOAL:**

To assist and relieve administrative supervisor(s) of paper work and impediments so that he/she may devote maximum attention to the central problems of athletics and athletic administration.

### **PERFORMANCE RESPONSIBILITIES:**

1. Types a variety of material such as letters, reports and memos.
2. Maintains a regular filing system for athletic director and the athletic department.
3. Processes incoming correspondence.
4. Orders and maintains supplies as needed.
5. Performs bookkeeping tasks associated with the department such as ticket sales, team entry fees (incoming) and camp fees.
6. Maintains a schedule of appointments and makes arrangements for conferences and interviews (when applicable).
7. Welcomes department visitors and arranges for their comfort and screens unexpected callers.
8. Assists student athletes with concerns and/or problems when appropriate.
9. Maintains complete set of files and correspondence for athletic teams.

10. Processes school and officials contracts.
11. Assists with team scheduling.
12. Does typing, filing and telephone work for the entire coaching staff, as well as trainers.
13. Handles incoming telephone lines, screens calls and forwards to appropriate team/department/person.
14. Screens and evaluates fund raising opportunities and forwards to the most appropriate team coach.
15. Processes all team requisitions/purchase orders.
16. Checks each athlete's grades for eligibility, Pay to Participate fees (processes and deposits), and for the *It's A Parent* program.
17. Types minutes of OCC committees on which director and assistant director serve.
18. Coordinates Athletic Council meetings with all district participants.
19. Gathers information, types and processes reports for state, district, and League organizations.
20. Designs, types, assembles and distributes to all district schools, and mails (when appropriate) all summer camp brochures, applications, etc.
21. Processes all faxes for the department.
22. Coordinates pre-sale ticket program for football and basketball games, as well as tournament games.
23. Processes all team transportation requests, and maintains daily log of same.
24. Works closely with transportation department.
25. Maintains the athletic department petty cash checking account, which includes writing and processing checks for all athletic officials, replenishing the checking account and reconciling the account monthly.
26. Other duties as assigned by the Superintendent or his/her designee.

### **CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**TERMS OF EMPLOYMENT:**

213 Days (185 days same as teacher's schedule; 10 days before teachers & 10 days after; 8 paid holidays); 8 hours per day excluding lunch. Salary as provided by the Negotiated Agreement. Work year to be established by the Board.

*The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*