



Job Title: Secretary to Director of Security

Exemption Status/Test: Non-Exempt

Reports to: Director

Date Revised: February 2021

Dept. /School: Security

Primary Purpose:

Enhance the educational environment for all students and staff by assisting the director in the management of security programs, personnel matters and budget issues.

Qualifications:

Education/Certification:

Required:

High School diploma or GED

Computer experience – MS Office, Oracle, Google, MS Outlook

Preferred:

Administrative experience in an educational setting

Certified Educational Office Professional (CEOP)

Experience:

Minimum of four (4) years of secretarial experience

Special Knowledge/Skills:

Ability to utilize Microsoft Office products to manage multiple databases

Ability to work within the district's software applications

Ability to track multiple projects

Ability to track multiple filing systems (hard files/e-files)

Ability to be detailed and deadline driven

Ability to communicate effectively with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency

Aptitude for successful completion of assigned tasks

Ability to work under pressure in emergency situations

Ability to work in a diverse culture

Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, courteous and responsible

Ability to exercise judgment in decision-making

Major Responsibilities and Duties:

1. Provide direct assistance and support to the director in the completion of daily tasks.
2. Assist in maintaining the department budget by routinely auditing and reporting anomalies to the director.
3. Review and audit weekly employee time sheets through the district timekeeping software; report anomalies to the director.
4. Provide daily operational support to department personnel by procuring all necessary parts and services to maintain department operations.

5. Monitor and collaborate scheduling for department leadership, staff training, and district-related security meetings.
6. Complete work-related documentation in accordance with district processes and policy.
7. Provide support to campus staff as needed to improve operations.
8. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computers, desk/cellular phone, copier/fax machine and others. Tools and equipment such as radio communication equipment, mobile phones and safety equipment

Posture: Ability to stand and sit for prolonged periods

Motion: Prolonged sitting, walking, climbing stairs, twisting, reaching, pushing/pulling and overhead reaching

Lifting: Lifting up to 20 pounds on a regular basis and light carry under 20 pounds on a regular basis

Environment: Exposure to temperature extremes, exposure to humidity extremes, exposure to noise, exposure to low or intense illumination, exposure to vibration, exposure to biological hazards, exposure to chemical hazards, electrical hazards, working alone, working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours

Mental Demands: Maintain emotional control under stress, work with frequent interruptions and ability to exercise reasoning and problem-solving skills while under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.