



Job Title: Secretary to Garland ISD Education Foundation President

Exemption Status/Test: Non-Exempt

Reports to: President, Garland ISD Education Foundation **Date Revised:** October 16, 2015

Dept. /School: Garland ISD Education Foundation

Primary Purpose:

Under moderate supervision, organize and manage the routine work activities of the Education Foundation office and provide clerical support to Foundation President and other staff members.

Qualifications:

Education/Certification:

High School Diploma or GED

Experience:

Five (5) years secretarial experience

Special Knowledge/Skills:

Proficient skills in keyboarding, data entry, word processing and file maintenance

Ability to use software to develop spreadsheets and databases and do word processing

Ability to prioritize workflow to address the multiple needs of the Foundation President or department

Ability to multi-task numerous complex administrative activities

Basic math skills

Effective communication and interpersonal skills

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms reports, manuals, and presentations for the Foundation President and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.

Accounting

3. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
4. Order and maintain inventory of office supplies and program equipment.
5. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

Other

6. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
7. Maintain a schedule of appointments and make travel arrangements for department staff.

8. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
9. Receive, sort, and distribute mail and other documents to department staff.
10. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control 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.