

Red Wing Public Schools Position Description

Community Education and Facilities Secretary

General Information

Department:	Community Education and Recreation
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Director of Community Education and Recreation
Grade Placement:	12
FLSA Status:	Non-Exempt

Position Summary

The Facility/Community Education Secretary is responsible for implementing district procedures with respect to renting and scheduling school facilities for various school and community groups. The Community Education Secretary provides clerical and administrative support for the Community Education Director, ABE Director, program coordinators and coordinates office activities and duties. The Facility and Community Education Secretary provides the first line of security and crisis intervention for the building including entrance of patrons and visitors through the district security system.

Essential Duties and Responsibilities

1.	<p>Assists in scheduling and implementing policies and procedures for the scheduling of district facilities/grounds for various school and community groups.</p> <ul style="list-style-type: none">a) Accepts requests and reserves facilities/grounds for community members/organizations and school staff to rent or schedule facilities.b) Issues permits, obtains Certificate of Insurance, invoices and monitors payment of invoices for facility use.c) Determines custodial and equipment needs and communicates with appropriate staff to meet those needs.d) Resolves scheduling conflicts, notifies users, district staff, custodians and/or grounds staff of use/changes.e) Provides essential coverage for notification of facility users during district closures.
2.	<p>Maintains district wide facility use scheduling system.</p> <ul style="list-style-type: none">a) Reviews district policies and procedures and suggests changes and revisions.b) Provides support to the City of Red Wing for their joint use of facility program.c) Attends necessary training and seminars to operate program.d) Provides information for annual State report.

3.	<p>Maintains public relations with Community Education and Recreation customers, School District staff and students and facility renters.</p> <ul style="list-style-type: none"> a) Assists taking registrations, fees and facility reservations. b) Answers questions, provides facilities, generates permits, monitors special equipment requests, maintains certificates of insurance, generates invoices for outside groups. c) Provides assistance to staff as necessary and as required during summer months (such as class registration, class set-up, purchases, brochures, fliers, social media, etc.).
4.	<p>Provides secretarial and administrative support within the Community Education Department in tracking and monitoring revenues and expenditures.</p> <ul style="list-style-type: none"> a) Maintains and prepares Excel spreadsheets to track various program spending, budget balances for Community Education and Recreation Director. b) Tallies daily receipts, prepares deposits and reconciles credit card payments for all programs. c) Assigns coding to program invoices and receipts for Community Education Director's approval and forwards to district office for payment. d) Records invoices to program sheets and spreadsheets. e) Prepares year end accounts receivables for Community Education and Recreation.
5.	<p>Assists and provides secretarial support to Community Education Director and acts as Community Education Advisory Council Secretary, attends meetings, prepares minutes and sends notifications.</p> <ul style="list-style-type: none"> a) Maintains and updates Advisory council record book. b) Attends and acts as secretary for Advisory Council meetings. Emails notices, schedules room and orders materials/meals for meetings.
6.	<p>Assists with Community Education vendor activities.</p> <ul style="list-style-type: none"> a) Communicates orders, pick-up/delivery. b) Maintains and updates registration, facility use and credit card programs. c) Assists in trouble shooting and resolving problems with programs, security, and equipment directly with the vendor.
7.	<p>Completes other secretarial duties of the Community Education Office.</p> <ul style="list-style-type: none"> a) Prepares purchase orders and invoices. b) Processes timecards, purchase orders, requisitions and vouchers. Maintains spreadsheets of program expenses. c) Orders office supplies and maintains office equipment. Maintains records as related. d) Serves as a resource to other secretarial staff and assists with registrations, phones, customers, and coordinates office duties. e) Provides essential Community Education and Recreation and Red Wing School District coverage for district closures. f) Other duties as assigned or as need arise. Specific tasks maybe reassigned or added.
8.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Minimum of 2 years of secretarial, clerical, or customer service/support experience
Licenses / Certifications Required:	None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of general office and clerical skills.
- Procedures of the District and Community Education and Recreation.
- Office etiquette and customer service procedures and routines.
- Specialized software and applications used in Community Education and Recreation programs and services.
- Basic fundamentals of computer operation and use of spreadsheets, word processing, presentation software, email and social media.
- Fundamentals of general record keeping for data collection in hard copy and on data filing systems.
- Office equipment such as copy machines, computers, cash register, calculator, credit card machines, intercom system operation, two-way radio operation, duplicating equipment, fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators and other general office equipment.

Essential Skills Required to Perform the Work

- Skilled in customer service and assisting or dealing with internal and external customers in oral or written communication.
- Skilled in basic math such as adding, subtracting, multiplying and dividing for use in record keeping, maintaining budget sheets, refunds.
- Ability to apply department and district procedures, policy, and operational routines.
- Skilled in prioritizing job assignments and performing duties requiring attention to detail and accuracy.
- Skilled in applying software applications used in registration, facility use, spreadsheets and record keeping.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force frequently and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16