

Red Wing Public Schools Position Description

Community Education and Recreation

Assistant Secretary

General Information

Department:	Community Education and Recreation
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Director of Community Education and Recreation
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Community Education and Recreation Assistant Secretary performs a variety of clerical duties to support the facility and Community Education secretary, coordinators, director, programs and services of Community Education and Recreation. This Assistant Secretary supports the efficient operation of the Community Education and Recreation office and provides customer service to all community education patrons, community members and school district personnel. The Assistant Secretary provides support to all programs and services in the area of daily management of the office, registration, social media, publicity and brochure development. The Community Education and Recreation Assistant Secretary provide the first line of security and crisis intervention for the building including the entrance of patrons and visitors through the district security system.

Essential Duties and Responsibilities

1.	<p>Provides customer service effectively and efficiently to citizens of the community, district personnel and other agencies and organizations.</p> <ul style="list-style-type: none">a) Assists students, staff, parents, and visitors with various needs, makes appointments, and answers questions.b) Serves as a receptionist by answering the phone, providing information, taking messages, and forwarding to the appropriate party.c) Provides information and assistance by answering questions, researching information, and directing to the appropriate person or department. Keeps information as appropriate.d) Provides essential Community Education and Recreation coverage during district closures.
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2.	<p>Performs shared and/or clerical office functions.</p> <ul style="list-style-type: none"> a) Enters data into computer software program files and records hard copy of data files or records into computer files. b) Provides support to the program coordinators with execution of programs, data collection and annual reports for all Youth and Adult Education and Recreation, School Age Care, Driver's Education, Adult Basic Education and Adults with Disabilities programs. c) Types routine correspondence, lesson plans, letters and/or documents in accordance with established office routines. d) Provides essential back-up support to the Community and Recreation Director. e) Assists other secretarial staff by providing support in accomplishing their job duties in times of peak demand or to meet work priorities. f) Learns, cross trains and acquires office routines and procedures of other positions as delegated.
3.	<p>Performs support for the promotion and execution of all programs, classes and special events.</p> <ul style="list-style-type: none"> a) Prepares public service announcements and news releases. b) Designs posters, flyers and brochures. c) Maintains social media and program information on district website. d) Types and composes correspondence, brochures, press releases and handouts for classes/events. e) Sets up classes and audio-visual needs for classes. f) Prepares class packets, class signs and other related materials. g) Prepares and mails contracts to instructors. h) Resolves class/activity problems when they occur. i) Will work on the team to build the Community Education and Recreation catalog and will contact class instructors, set up dates, times and locations.
4.	<p>Completes customer service with class and program registrations.</p> <ul style="list-style-type: none"> a) Will enter class information into registration system. b) Enter patron class registrations. c) Prepare daily tally sheets; maintains waiting lists and processes class cancellations. d) Provides customer service effectively and efficiently via in person, phone and computer to community members, district personnel, the Red Wing Public School District, community members and other agencies and organizations.
5.	<p>Provides secretarial support within the Community Education and Recreation department in tracking and monitoring revenues and expenditures of classes, activities and special events.</p> <ul style="list-style-type: none"> a) Prepares refunds for classes, invoices for all programs, vouchers and requisitions. b) Complete registrations for Community Education and Recreation classes, activities and special events. c) Invoice and billing for adults with disabilities programs, to include health insurance and county payment reimbursement. d) Accepts a variety of payment (cash, checks, credit cards, scholarships/waiver) tallies and records payment for programs, classes and activities.

6.	<p>Completes other secretarial duties of the Community Education and Recreation office.</p> <ul style="list-style-type: none"> a) Assists in maintaining supply inventory, ordering, organization and distribution. b) Assemble building supervision supplies needed for Community Education and Recreation classes at various buildings. c) Contacts vendors for repair of office machines or equipment. d) Assists in distributing incoming/outgoing mail. Assists in assembling and distributing bulk mail projects.
7.	<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 or clerical experience
- Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Knowledge of general office procedures and practices.
- Knowledge of office etiquette and customer service procedures and routines.
- Fundamentals of general record keeping maintenance routines to perform data/record filing systems.
- Basic fundamentals of computer operation and use.
- General knowledge of office equipment such as copy machines, computers, cash register, calculator, credit card machines, intercom system operation, two-way radio systems, duplicating equipment, fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators and other general office equipment.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentation software, email programs, etc.).

Essential Skills Required to Perform the Work

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students and the public.
- Basic math skills needed to add, subtract, multiply and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Operating and using general office equipment including, copiers, fax machines, cash registers, internet, telecommunications equipment, credit card machines and voice mail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

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 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 district office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

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