

Union Public Schools Job Description

Position Title: Secretary - Media
Department: School Site
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Serves as secretary to the Library Media Specialist and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and building permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Types correspondence, letter and memos, purchase orders, check requests, forms, etc.
- Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons.
- Uses District mainframe to purchase supplies.
- Receives supplies for the department and the entire media program at the elementary and secondary level.
- Reserves and sends out District Media Center materials to other buildings.
- Maintains DMC acquisitions up to date.
- Orders books for all schools.
- Types bibliographies on different subjects.
- Sets up book review and make catalogs for them.
- Reserves electronic equipment and maintains inventory for staff.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), with one (1) to three (3) years of office work experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate personal computer. Ability to work with media equipment such as video, laminating machine, fax and typewriters. Must be able to pass a typing test at 55 words per minute. Ability to speak clearly and concisely both in oral and written communication. Ability to establish and maintain effective working relationships with staff and the school community.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee much frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/ VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences between colors. The employee is regularly required to meet deadlines with severe time constraints and occasionally interacts with the public and staff in addition to meeting multiple demands from several people.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. Work is performed indoors.