



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Department Secretary Career & Innovation** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS35H**
 Prepared/Revised Date: **June 22, 2023** Job Code: **506D2**

SUMMARY: Responsible for providing a variety of administrative duties and support to staff within the Career and Innovation department. Coordinate, prepare, maintain, and organize department files, documents, and reports. Support meetings, schedule, calendar, and respond to questions from other staff and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative and clerical support to the Career & Innovation staff including, but not limited to, greeting visitors, and responding to questions from other staff and the public; prepare and distribute communications.	D	30%
2. Support meetings, trainings, and reservations for professional development.	D	5%
3. Assist staff, community partners and volunteers with check-in procedure and/or problems.	D	5%
4. Attend work and arrive in a timely manner.	D	1%
5. Assist in preparation & coordination of Future Ready events including marketing, registration, communication, and scheduling.	W	20%
5. Coordinate, prepare, maintain, and organize department files, documents, and reports.	W	5%
6. Edit websites and manage social media using basic graphic design skills.	W	5%
7. Maintain ongoing office supplies, event space needs, and materials inventory.	M	5%
8. Assist in preparation and coordination of large, multi-day events; manage building reservations as appropriate.	M	10%
9. Assist staff and the community with program information and answer questions regarding PSD programs.	M	5%
10. May supervise, train, and/or guide the work of student aides and interns.	M	5%
11. Work on special projects as needed.	W	3%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Two to three years of related experience required; experience working in an administrative support role in a department or organization preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills



- Critical thinking and problem-solving skills
- Basic graphic design skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		x		
Analyze		x		
Communicate				x



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy			x	
Coordinate		x		
Instruct		x		
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	