



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Secretary - Athletics**
Job Family: **Administrative Support Services**
Prepared/Revised Date: **October 29, 2014**

FLSA Status: **Non-Exempt**
Pay Range: **SS35H**
Job Code: **506D2**

SUMMARY: Responsible for providing a variety of administrative duties and support to the District Athletic Director. Coordinate the scheduling of events, game workers, officials, and volunteers. Assist with the communication efforts for the department, prepare and monitor financial transactions, process Human Resources, Payroll and Finance documents, respond to questions from staff and the public and provide general support for the Athletic Department.

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. Assist District Athletic Director with communication efforts for the Athletic Department including responding to parents, patrons and staff members, utilize social media to communicate news and provide timely and important athletic event updates, and assist with creating and distributing weekly newsletter for Middle and High Schools.	D	25%
2. Assist middle and high school athletic secretaries with schedule entry into RSchool and School Dude, maintain district athletic scheduling website, assist with scheduling officials and contests at the middle school level, coordinate the scheduling and delivery of all vendor supplies and services, and schedule volunteers and game workers for events.	D	25%
3. Provide general administrative support to the District Athletic Director, route calls, take messages, prepare correspondence, schedule meetings and appointments, take meeting minutes and prepare meeting agendas.	D	12%
4. Attend work and arrive in a timely manner.	D	1%
5. Prepare, monitor and reconcile deposits and funds for athletic game and concessions revenue, ensure correct amounts are transferred into PSA accounts, pay all concessions bills, process restricted checks, perform budget entries and run financial reports.	W	15%
6. Process Human Resources, Payroll and Finance paperwork for payment to tournament directors, student workers, and game workers. Pay officials at the High School and Middle School level.	W	10%
7. Organize ticketing for athletic events, prepare tickets for home games, prep ticket booths with supplies, prepare clipboards for event workers, etc.	W	3%
8. Maintain athletic equipment inventory, order equipment as needed, schedule delivery through the warehouse and make payment on equipment purchases.	M	5%
9. Assist with the set-up of French Field for track meets, arrange hospitality room for all invitational meets, and coordinate check-in, check-out and maintenance of Lynx trimming system.	Q	2%
10. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent, plus specialized technical courses in data processing, accounting, bookkeeping, business administration or related field
- Two to three years of related experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- 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, fax machine, 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		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
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)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



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