



Job Description

Job Title: Administrative Secretary IV

Position Code: 4N34, DN34

Job Classification: Non-Exempt

Supervisor: Director I, Technology

Pay Grade: 22

Contract Length: 245 Days

Job Summary

Position is responsible for providing secretarial support for a Director, Technology Supervisor and Quality Assurance Coordinator.

Essential Duties

1. Assist Instructional Technology Director, Technology Supervisor and Quality Assurance Coordinator with coordination of tasks related to ongoing projects.
2. Assist staff in production of presentations, handouts, project reports, correspondence, and other documents.
3. Research technology related issues, products, and trends.
4. Track software inventory and maintenance agreements.
5. Track cell phone distribution.
6. Provide logistical support for training events.
7. Make arrangements and track staff travel.
8. Follow procedures to process invoices, travel reimbursement forms, and check requisitions.
9. Process purchase requisitions.
10. Arrange and set-up meetings.
11. Models non-discriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director I, Technology or appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma or GED with completion of business school or some college coursework desirable, or an equivalent experience or training which provides the required knowledge, skills and abilities. Excellent computer skills involving use of Microsoft Office (Excel, Word, PowerPoint, Project, and SharePoint.) Familiarity with presentation and editing software is desirable. Excellent skills in navigating and retrieving information from the internet are essential. Must possess excellent verbal and written communication skills. Must be able to take initiative, work independently, manage multiple priorities effectively, and interact with a wide range of individual and groups. Ability to organize and maintain clerical records and prioritize workload. Ability to maintain confidentiality and demonstrate good judgment and diplomacy.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Director I, Instructional Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary IV will be required to follow any other instructions and to perform any other related duties as assigned by the Director I, Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 6/10 (BB)