

Job Description

Job Title: Secretary III – Federal Programs

Position Code: Non-Exempt

Job Classification:

Supervisor: Director of Federal Programs

Pay Grade: 19SR

Contract Length: 245 Days

Job Summary

Position demands excellent customer service skills and is responsible for providing secretarial and administrative support to Federal Programs staff.

Essential Duties

1. Performs all clerical and record keeping duties associated with First Step program.
2. Logs new grants into accounting system and updates projects codes for continuing grants.
3. Develops and maintains records, documents and files related to the grants.
4. Makes journal entries as needed.
5. Ensures compliance with internal and external policies, procedures and internal control.
6. Provides assistance to auditors as required.
7. Assist in yearly closing and balance of grant accounts.
8. Updates and maintains user permissions in OMEGA
9. Prepares monthly spend down reports for all school activity with Federal Grants-Title II and 21st century.
10. Enter invoices/check requests
11. Order office supplies for department
12. Performs general clerical task including correspondence, filing, copying, meeting and travel arrangements, scheduling, document distributions, record keeping, and public relations.
13. Reconciles billing discrepancies and performs bookkeeping functions.
14. Maintains monthly timesheets and payroll documentation.
15. Maintains and tracks budget for department; monitors expenditures and performs analysis on accounts; prepares both special and recurring reports for Director and assigned staff.
16. Assist in coordination of District Meetings, Staff Meetings, and Office meetings, Parental Involvement meetings to remain in compliance with Federal regulations.
17. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director, Federal Programs or other appropriate administrators.

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 with completion of business school or some college courses desirable. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, spreadsheets and other purchasing documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy. Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

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. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Federal Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary III, Federal Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Federal Programs 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