

JOB DESCRIPTION

Job Title: *Secretary, Administrator - ERS (9820)*

Job Summary:

The job of Secretary, Administrator - ERS is done for the purpose/s of performing a variety of specialized and complex operations that support all aspects of programs within the Educational Resource Services division.

Essential Functions:

- x Answers questions about the program from

x **Ability to:**

- ‡ communicate effectively, both in written and oral form;
- ‡ work cooperatively and effectively with individuals, groups, and a variety of departments, vendors, and agencies;
- ‡ perform responsible secretarial duties, including taking and transcribing minutes of meetings with speed and accuracy;
- ‡ use computers to create, store, retrieve, and calendar information;
- ‡ work independently to meet schedules and time lines;
- ‡ conduct research as needed to support the administrator and departmental needs;
- ‡ demonstrate effective interpersonal and communication skills, both verbal and written, with co-workers and program/district staff to maintain and establish cooperative working relationships.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources

from other work units is often required to perform the job's functions. There is some opportunity to significantly

improve the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required: