

## **SCHOOL PROGRAM SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for managing information and providing administrative support for a school district program. Incumbents in this class have responsibility for the ongoing operation of a specific school program and serve as the administrative liaison for that program. The work involves responsibility for entering and retrieving information relative to the program using database and/or spreadsheet computer software applications, as well as a variety of higher-level clerical procedures. Work is performed under the general supervision of the Assistant Superintendent, Director, or administrative head of a program with leeway allowed for exercising independent judgement in carrying out the details of the work. Supervision is not typically a function of this title. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Serves as liaison to program constituency for the Assistant Superintendent, Director or administrative head of the program;

Participates in and may schedule planned meetings with administration and staff in regard to program operation, maintenance and initiatives;

Assembles data from a variety of sources to incorporate into program database and reports;

Utilizes computer equipment and software in the course of performing all duties and responsibilities;

Compiles, inputs and maintains statistical information in the program database for budget control and program reimbursement purposes;

Performs a variety of data entry and data base maintenance duties, as well as higher-level clerical duties necessary to the focus and structure of the department;

Prepares records or reports periodically or upon request of the Assistant Superintendent, Director or administrative head of program for program accountability;

Prepares agenda and recommends agenda items for regularly scheduled program staff meetings;

Attends and may take minutes of program staff meetings;

Prepares draft correspondence and other materials in support of program agenda;

Makes recommendations to improve program operation and maintenance;

Maintains and is responsible for database file security and confidentiality;

May prepare information or reports in support of grant applications or program disbursements;

May prepare or review purchase requisitions relevant to program budget;

May be required to provide inventory control and/or order materials and supplies in support of program operations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of maintenance of financial accounts and records; ability to acquire a thorough knowledge of agency policies and procedures where assigned; ability to understand and follow written and oral instructions of a technical nature; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to gain the cooperation of others ; clerical aptitude; initiative and resourcefulness; good judgement; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either :

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Secretarial Science, Business Administration, Accounting or a closely related field and one (1) year of full-time paid or its part-time equivalent, clerical work experience which included entering data, running queries and generating reports from a computer database or spreadsheet program; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid or its part-time equivalent experience as described above; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY  
5795 SCH PR SEC  
Classification: Competitive  
5799 SPS HLP  
Classification: Non-Competitive  
OA

Adopted: March 19, 2004