NOTICE OF VACANCY
Logan City School District
101 West Center
Logan, UT 84321

September 8, 2016

ADMINISTRATIVE SECRETARY
South Campus

The job of Administrative Secretary is done for the purposes of providing support to the South Campus Program; conveying information regarding program functions and procedures; providing ongoing financial records for the program; ensuring efficient operation of support functions; and coordinating assigned projects and activities.

Hours per Day: 4.0

Salary: $14.45 per hour

Contract: 220 days

Application Process

Application deadline is **September 16, 2016, 4:00 pm or until filled.** All application materials must arrive at the Logan City School District Human Resource Office, 101 West Center, Logan, Utah 84321. Phone (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org)

2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.

3. Current resume in which professional preparation and experience are clearly detailed

4. Three letters of recommendation written within the last six months

5. Official transcripts of all college and university credits

Essential Functions

- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.

- Coordinates a variety of activities (e.g. program components, support needs, recruiting, applicant information gathering, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of correspondance, reports, and other materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that addresses a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information and/or facilitating communication among parties.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports other upper level administrators for the purpose of collaborating with these administrators in achievement of foundation, program and district goals.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Experience: Job related experience is required.
Required Testing: None Specified
Education: Targeted, job related education with study in job-related area.
Continuing Education/Training: None Specified
Equivalency: None Specified
Certificates & Licenses: Valid Driver's License & Evidence of Insurability
Clearances: Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.