Sparta Area School District

Article 218 - Specifications for Grants & Communications Secretary

QUALIFICATIONS:

1. Minimum two-year degree including training in the areas of office skills and business procedures.
2. Ability to communicate effectively orally and in writing.
3. Ability to handle multiple projects and prioritize tasks simultaneously in an organized and timely manner.
4. Ability to access information using computers, phones, and other appropriate technology.
5. Attention to detail.
6. Ability to be positive, professional, and maintain confidentiality at all times.
7. Ability to relate and work well with district staff and the public.
8. Knowledge of and experience with MS Office suite, Google suite, social media platforms, and equipment copiers and other office equipment.
9. Ability to learn, understand and use new technology as it becomes available.
10. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
11. Ability to work effectively and efficiently in an unsupervised environment.

REPORTS TO:

Grants Developer/Communications Coordinator.

The Grants & Communications Secretary should communicate problems or concerns to the Grants Developer/Communications Coordinator. If a problem or concern is not resolved, the problem or concern should be referred to the District Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Grants Developer/Communications Coordinator. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.
PERFORMANCE RESPONSIBILITIES:
This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

1. Processes correspondence, reports, and documents for the Grants Developer/Communications Coordinator.
2. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form. May involve creating charts, graphs, spreadsheets and/or databases.
3. Maintains a regular filing system, electronic and confidential as needed.
4. Places telephone calls, records calls, records messages, and screens calls for Grants Developer/Communications Coordinator.
5. Orders, inventories, and maintains supplies as needed.
6. Submits requisitions for purchase orders and assists Grants Developer/Communications Coordinator with department budget.
7. Receives, opens, and distributes department mail.
8. Maintains district calendar and updates with upcoming event dates.
9. Maintains district employee directory and updates staff photos.
10. Assists Grants Developer/Communications Coordinator in creating flyers, posters, and social media posts.
11. Updates and edits the website as requested.
12. Assists Grants Developer/Communications in researching grant opportunities, creating and maintaining grant files, and assists with grant proposals as requested.
13. Assists the Grant Developer/Communications Coordinator with other duties as assigned.
Legal Reference:

Cross Reference:

Approved: August 22, 2017

Revised: