



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	2	

JOB TITLE	CONTRACT REFERENCE
Secretary to Director of Community Education	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Community Education	December 2019

JOB SUMMARY

Assists the director in carrying out the overall operation of the Fridley Community Center; coordinates the duties of the community education office; drafts, edits, prepares correspondence and reports; assists staff, students and the general public.

TASK NO.	FREQUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Reconciles the monthly director credit card log. Oversees community education registration systems including generating weekly invoices, processing all instructor pay for community education classes, generating course rosters for instructors, registering costumers for classes, managing screening appointments, entering ECFE student data into Campus, communicating with participants on the status of classes, entering all new courses into the Eleyo system and other overall management of the community education systems.	200%	B2
2.	Assists the director with clerical support to the overall management of the director and community education office and coordinates communication as directed.	15%	A1/B2
3.	Monitors and reports disruptions in the Community Center operations to the director in a timely manner for effective problem solving.	10%	A1
4.	Drafts, edits, and/or prepares correspondence, programs, etc. for director, coordinators, other staff, and committees.	10%	B2

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5.	Manages Community Education Program registration, accounts receivable, and accounts payable for enrichment programs. Reconciles and balances charge accounts including error resolution. Communicates with public determining their needs and provides information regarding all Community Education Programs.	10%	A1/B2
6.	Supervises and coordinates duties of director's office. Determines appropriate account codes to prepare, print and process requisitions and purchase orders. Orders supplies and merchandise for the community education department.	10%	A1
7.	Compiles and assists in preparation of various required reports and forms.	5%	B2
8.	Arranges for meetings and appointments between director and staff, coordinators, and parents.	5%	B2
9.	Assists with preschool program clerical support.	5%	A1/B2
10.	Answers and screens phone calls to staff and director, directs inquiries to appropriate persons, schedules appointments.	5%	A1
11.	Performs duties as directed and assigned by the Director of Community Education.	3%	N/B
12.	Assist customers in purchasing Fridley Community Theatre production tickets.	2%	A1

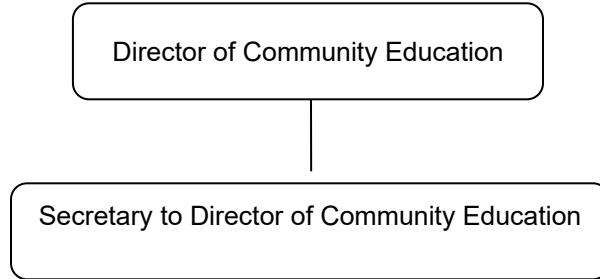
QUALIFICATIONS (Specific training or job experience required before appointment)

1. A.A. degree or equivalent experience.
2. Proficient in word-processing, data bases, spreadsheets, and other software.
3. Ability to relate to and communicate with staff, students, parents, and other community members.
4. Patience and flexibility in working with staff, students, parents, and other community members.
5. Familiarity with computers, some typing, and data entry skills.
6. Familiarity with office equipment (copier, fax, etc.).
7. Willingness to expand skills.
8. Ability to take direction of supervisor.
9. Ability to keep information confidential.

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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that 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 to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus

NON EXEMPT

Not to exceed 40 hours per week.