



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	2	

JOB TITLE	CONTRACT REFERENCE
Tiger Club & Fridley Event Services Secretary	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Tiger Club Childcare Coordinator	July 2019

JOB SUMMARY

Clerical assistance for Tiger Club Childcare, Fridley Event Services (Facility Rental) and the Community Education Department.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Manage Tiger Club Childcare registration and accounting systems: <ul style="list-style-type: none"> Maintain the childcare account management system; Work with Program Managers to approve contracts and make contract changes as requested by parents/Program Managers; Run account invoicing; Manage county assistance and special billing accounts; Assist parents with account troubleshooting; Guide staff regarding account issues and information; and Manage the Tiger Club waiting list. 	60% B2
2.	Manage Facilities use, rental permits and invoices: <ul style="list-style-type: none"> Intake and screen all potential facilities rentals for the district; Manage the facilities rental line, staff facilities use form and the online rental form; Issue permits and invoices to renters; Monitor rental invoices to ensure collection of fees/charges; Work with other building secretaries to book all regularly schedule district events into the facilities registration system; and Ensure compliance with School Board Policy 902 and the Facilities Guide 	15% B2

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Tiger Club & Facilities Secretary

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3.	Responsible for inventory and ordering of supplies for Tiger Club and makes payments for field trips and contracted services.	10%	A1
4.	Drafts, edits, and/or prepares correspondence, programs, etc. for Tiger Club Child Care Coordinator.	2%	A1/B2
5.	Assists Tiger Club Childcare Coordinator and Facilities, Adult Enrichment and Senior Programs Coordinator with clerical support to the overall management of the Tiger Club and Fridley Event Services and coordinates communication as directed by the Tiger Club Childcare Coordinator and Facilities, Adult Enrichment and Senior Programs Coordinator.	3%	A1
6.	Maintain positive and open communications with parents, potential renters, Tiger Club Childcare Coordinator, Facilities, Adult Enrichment and Senior Programs Coordinator, other staff and manage relations with other agencies related to the program	5%	B2
7.	Registration and General Community Education Program Support: <ul style="list-style-type: none"> • Provide customer service to community members who call or walking to the office; • Provide information regarding Community Education classes, register students for classes, and apply payments; and • Allocate assistance for fees per district procedure. 	5%	A1/B2
8.	Assume other responsibilities as requested by the Tiger Club Childcare Coordinator		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

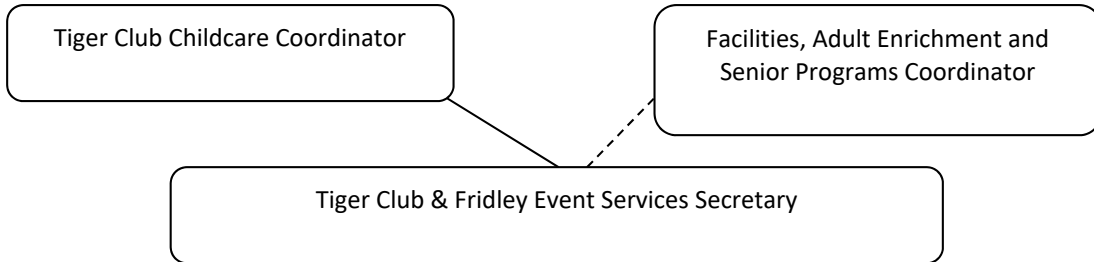
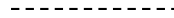
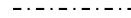
1. AA degree or equivalent experience
2. Experience in financial accounts management preferred
3. Proficient in word-processing, data bases and spreadsheets
4. Task oriented
5. Ability to relate to and communicate with staff, students, parents and potential renters
6. Familiarity with office equipment: copier, fax, etc.
7. Willingness to expand skills
8. Ability to take direction of supervisor(s)
9. Excellent customer service skills and the ability to communicate effectively both orally and in writing
10. Ability to understand and follow date privacy rules and regulations related to students and staff and maintain confidentiality

JOB TITLE

Tiger Club & Facilities Secretary
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CONTRACT REFERENCE

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ORGANIZATIONAL RELATIONSHIPS**SYMBOLS****DIRECT SUPERVISION****INDIRECT SUPERVISION****WORK DIRECTION****ADVISE/INFORM****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.