

## Job Description

**Job Title:** Administrative Secretary III –Youth Development

**Position Code:**

**Job Classification:** Non-Exempt

**Supervisor:** Program Administrator

**Pay Grade:** 25

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing clerical support for the Office of Youth Development to include youth development and school support. Position performs a variety of functions to include answering telephones, greeting visitors, answering inquiries, sorting and distributing mail, processing Youth Development reports, maintaining program information, assisting with the coordination of events, and scheduling meetings.

### Essential Duties

1. Serves as office contact for all visitors which may include school staff, students, community partners, and other internal and external stakeholders (including families).
2. Greets and assists all visitors to the departments, ascertaining the nature of their business and referring them to the appropriate person.
3. Appropriately, screens visitors and manages written and verbal communications for the department.
4. Prepares presentations, reports, and materials for youth development meetings.
5. Plans and arranges conferences or meetings under general instructions from supervisor or assigned staff; communicates arrangements to appropriate individuals.
6. Communicates information about youth development opportunities, including community-sponsored programming to students, families, and school staff.
7. Manages communications on all social media platforms, youth development publications (e.g. newsletters, website, etc.), and learning management systems.
8. Maintains calendar(s) for assigned staff, regularly prioritizes and arranges meetings, conferences and appointments; arranges necessary travel reservations and itineraries; anticipates and prepares background materials needed.
9. Makes copies and uses other office equipment (copier, fax, and printer) as necessary. Sorts and distributes incoming mail for the department.
10. Orders and maintains adequate supplies and other necessary materials and documents.
11. Receives, inventories, sorts, and distributes youth developments professional development materials to department and school staff.
12. Uses the MUNIS system for purchasing and other functions.
13. Coordinates development of Youth Development promotional materials with Community Relations and the Print Shop.
14. Maintains a high level of confidentiality.
15. Assists with the planning of division-wide events and recognition activities.
16. Maintains a high level of confidentiality.
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs other duties as assigned by Supervisor of Youth Development of Program Administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Must possess a high school diploma or equivalency. Some college coursework is preferred. Must possess a knowledge of standard office practices, procedures, and clerical techniques. Must possess a demonstrated record of success in dealing with the public in a front office position. Must possess the ability to speak clearly to communicate with visitors, administrators, and employees. Proficiency with the use of computer and online applications to collect data, organize, document activities, and produce communications, presentations, and reports is preferred. Microsoft Office. Must possess a knowledge of, or the ability to accurately and quickly learn to operate a multi-line telephone console, computer, and office equipment. Must possess excellent written and oral communication skills and the ability to develop positive working relationships with a diverse population of students, families, staff and the general public.

**Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary III –Youth Development will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

11/2022 CR