



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Community Services Secretary	<b>Department:</b> Community Services & Communications	<b>Bargaining Unit:</b> Clerical
<b>Immediate Supervisor:</b> Director of Community Services & Communications	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Director of Community Services &amp; Communications, the Community Services Secretary is responsible for providing administrative support services for the department in the areas of class registration for community education classes and Early Education; recordkeeping, attendance and files maintenance duties; processing accounts payable and billing for early childhood services and programs.</p>		

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs a variety of customer service and assistance to the public in addressing and handling registration for Community Education classes, Preschool, ECFE, and School Aged Care programs.
  - a) Answers questions and provides information to the public and community regarding department services, classes and programs.
  - b) Handles registration and enrollment activities for community classes, preschool, ECFE or school aged care programs.
  - c) Schedules informational meetings, appointments or tours of district facilities/classrooms. Follows up with public concerning program/service availability.
- Performs bookkeeping and accounting functions and activities for the department.
  - a) Submits invoices to accounts payable in the District Office. Codes and allocates expenditures to proper accounts.
  - b) Prepares and submits bills to County for services provided to families receiving childcare assistance. Collects co-pays from families and follows up with case workers to resolve issues, as necessary. Applies County payments to individual accounts.
  - c) Bills agency for families participating in Pathway I and II scholarship programs correctly. Submits electronic bills for payment of services. Applies payments to individual accounts accordingly.
  - d) Reconciles end of month reports from Finance. Verifies bank deposits match cash and checks received by the department.
- Prepares work orders to Facilities Department for the repair or maintenance of rooms or equipment and/or room event set ups.
- Assists the Facilities Coordinator in answering questions concerning facility use, rates, account set up, direction, payments, etc.

- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Fundamentals of general office and district administrative procedures and practices.</li> <li>• Knowledge of office etiquette and customer service procedures and routines.</li> <li>• Fundamentals of general record keeping, maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.</li> <li>• Fundamentals of basic accounting and their application and use in facility use billing and collection.</li> <li>• Fundamentals of computer operation and business productivity software including specialized district software/applications utilized by the department (i.e. finance/accounting software, student information software, scheduling software, etc.).</li> <li>• Knowledge of registration processes and procedures of the department.</li> <li>• Knowledge of Community Education programs, classes and department procedures.</li> </ul>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years related administrative support and secretarial experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a MN driver's license or evidence of equivalent mobility.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Customer service, business etiquette, and human relations skills in assisting, screening, handling and dealing with informational requests of both district staff and the public.</li> <li>• Using, applying, and performing word processing and other business office productivity software.</li> <li>• Handling the processing of community service registration activities for classes, programs and services.</li> <li>• Prioritizing work and office organizational skills.</li> <li>• Implementing class registration procedures and implementing class billing procedures.</li> </ul>	



- Preparing end of month reconciliation reports. Verifies bank deposits match cash deposits and checks.
- Time management skills.
- Verbal and written communication skills.
- Processing, coding and submitting accounts payable for the department.
- Establishing and maintaining department records and files.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
 Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
 Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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**Department Head's Signature** **Date**

**Classification History:**  
 Prepared 4/2015 by BCC. Updated 6/2015