

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington  
JOB DESCRIPTION

**POSITION:** MEDIA/TECHNOLOGY SECRETARY, LEVEL III

**REPORTS TO:** Director of Library, Media, and Technology

**RESPONSIBILITIES:**

1. General
  - a. Perform a full range of secretarial tasks.
  - b. Work with minimum direction within a framework of established procedures.
2. Secretarial/Office
  - a. Order books, periodicals, videos, and materials for school libraries.
  - b. Track school library budgets.
  - c. Work with vendors on materials review and purchasing.
  - d. Check out District-owned materials.
  - e. Operate office machines, e.g., calculator, typewriter, computer, fax, and VAX.
  - f. Answer phones and receive visitors.
  - g. Issue timely announcements of upcoming events, deadlines, and the like.
  - h. Update handbooks, policy manuals, and other items.
  - i. Compose/prepare, classify, sort, and file correspondence or other data.
3. Computer/Data Processing
  - a. Compute, classify, and transcribe data.
  - b. Develop and maintain databases and spreadsheets.
4. Video/Media
  - a. Provide support for video teleconferencing (some evenings and weekends).
  - b. Assist with maintenance of website, to include use of programs such as Front Page, Visual Page, and Paint Shop Pro.
5. Recordkeeping
  - a. Maintain inventory of office supplies.

**RESPONSIBILITIES: (Continued)**

- b. Maintain records required by policy, regulation, law or good practice.
- 6. Business/Finance
  - a. Verify totals on report forms, requisitions, and the like.
  - b. Obtain comparative prices and quotations from vendors.
- 7. Other

Perform other related tasks and responsibilities as designated by the Director of Library, Media, and Technology, or designee.

**QUALIFICATIONS:**

- 1. High school diploma or equivalent (GED).
- 2. Three (3) years of job-related office experience, pertinent training, and/or some combination thereof.
- 3. Ability to type/keyboard a minimum speed of fifty (50) words per minute.
- 4. Ability to use basic data/word processing programs and equipment. Prefer experience in graphics and web publishing programs.
- 5. Demonstrated proficiency in spelling, composition, and proofreading.
- 6. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
  - a. Relate and communicate effectively with staff, parents, and students;
  - b. Exercise pleasant and tactful telephone manners and other effective public relations skills;
  - c. Work with frequent interruptions and changes in assignments;
  - d. Comprehend and maintain detailed information;
  - e. Adapt to a changing office environment.
- 7. Demonstrated evidence of good habits in job attendance and punctuality.
- 8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/06

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