

## **Hobbs Municipal Schools Job Description**

**Position:** Athletic Secretary

**Supervisor:** Athletic Director

**General Job Description:** To ensure the smooth and efficient operation of the athletic office and multipurpose facility so that the maximum positive impact on the athletic programs can be realized.

**Qualifications:**

1. High school graduate or GED.
2. Three years experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. 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.
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
1. Demonstrate ethical behavior.
2. Follow district policies and administrative rules and regulations.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Maintain confidentiality.
5. Demonstrate ability to multitask.
6. Accept and distribute mail and other correspondence.
7. Provide assistance to parents and students as necessary.
8. Complete all filing, typing, word processing, photo copying, and correspondence for the athletic office on district forms when applicable.
9. Type correspondence, reports, agendas, minutes, memorandums, and forms as directed by the Director.
10. Maintain files and records as required.
11. Classify, sort, collate, duplicate, and file correspondence, school forms, printed material and other data.
12. Screen and route telephone calls and mail to proper office.
13. Schedule athletic events and resolve event conflicts.
14. Compile and publish invitations, tournament packets, recruitment packets, athletic handbooks and physical handbooks.
15. Maintain various reports and athletic contracts; process contracts, requests for payment. Type and ensure proper processing of RFP's. Log and distribute materials, equipment and/or supplies.
16. Prepare budget documents for review. Process, post and balance budget expenditures and receipts.
17. Process all areas of travel including accommodations and meals.
18. Maintain office equipment and supplies; inventory and process work orders.
19. Receive and research complaints and refer to the appropriate individual.
20. Compute, record cash, and make deposits for all athletic and activity accounts.
21. Interact with public concerning games, physicals, times and places of events, and all general questions concerning the athletics program.
22. Order and issue staff activity tickets and oversee all ticket sales including reserved seating and general admission. Maintain season tickets, reserved tickets, and a master of seats sold for each home game.
23. Distribute and record all purchases of student insurance. Type purchase orders for football insurance and catastrophic insurance.
24. Organize and schedule all aspects of school physicals including follow-up thank you letters and payment.
25. Maintain notary status and perform numerous Notary functions.
26. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Safety and Health Requirements:**

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.