

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Receptionist / Secretary

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Executive Director

BASIC PURPOSE AND OBJECTIVES OF POSITION: (SUMMARY STATEMENT)

To provide quality receptionist / secretarial services and assure the smooth and efficient operation of the front office, coordinate services with other BOCES secretaries and employees, maintain master calendar, arrange meals, and act as host for some functions.

II. QUALIFICATIONS / STANDARDS FOR THE POSITION

1. High School Diploma
2. Two years office experience
3. Computer skills, preferably with Microsoft Office.
4. Excellent public relations skills
5. Telephone skills, keyboard skills, and other general office skills
6. Ability to communicate appropriately with internal and external clients
7. Possess integrity, reliability, and dependability
8. Possess good proof reading skills

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES

1. Receptionist/Secretary Job Duties and Performance Responsibilities
 - a. Prepare correspondence, reports, memoranda, and other communications for Administration and Business Services.
 - b. Maintain files (vendor contacts, Executive Director's correspondence).
 - c. Schedule and arrange meetings as directed by the Executive Director.
 - d. Responsible for monitoring of building maintenance issues to include maintaining the appropriate supplies.
 - e. Order office supplies for Administration and Business Services / Human Resources.
 - f. Schedule copier machine maintenance, order copier supplies, and track copier utilization, journal entry.
 - g. Serve as agency receptionist to answer phones, direct calls to appropriate personnel, and greet visitors.
 - h. Responsible for maintaining current information on staff directory.
 - i. Process purchase orders for the Executive Director and Business Services / Human Resources.

- j. Coordinate the on-line scheduling of the agency's conference rooms and the maintenance of conference room supplies.
 - k. Process incoming / outgoing mail, UPS, FEDEX, etc., as well as the distribution of fax correspondence. Manage the Courier Service at the SLV BOCES.
 - l. Schedule postage machine maintenance; order supplies, track postage usage; journal entry.
 - m. Coordinate Executive Director's calendar to include the scheduling of meetings for with staff and external organizations.
 - n. Manage monthly mileage reimbursement amounts.
 - o. Order and inventory break room supplies.
 - p. Other duties as assigned
2. Maintain communications with all participating districts, schools, and offices of courier schedule, delays, and holiday closure.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS

1. Possess integrity and reliability in relationship with public.
2. Frequent contact with district personnel
3. Ability to maintain confidentiality of information processed.

V. EVALUATION PROCEDURES:

The position will be evaluated using the procedures outlined and defined by the San Luis Valley BOCES' policies and procedures. The evaluation instrument used for the position is attached.

VI. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the San Luis Valley BOCES Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary and number of contracted days (work year), applicable benefits, and position assignment of the employee.

VII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

