



Flour Bluff Independent School District Job Description

JOB TITLE: Athletics Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Assistant Director of Athletics & Administrative Assistant to the Director of Athletics

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The Secretary to the Office of Athletics is to assist in facilitating the efficiency in all operations of the athletic office.

QUALIFICATIONS:

- High School Diploma or GED
- Certification as per Texas Education Agency

Special Knowledge/Skills:

- Proficient skills in keyboarding, data entry, word processing, and file maintenance.
- Ability to use software to develop spreadsheets, databases, and to complete word processing tasks.
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department.
- Ability to multi-task numerous complex administrative activities.
- Basic math skills.
- Effective communication and interpersonal skills.

Experience:

- Minimum 5 years of experience

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, sign-in sheets, reports, manuals, and presentations for the department head, other department staff members, and sport events.
2. Compile, maintain, and file all reports, records and other documents as required.
3. Keeps informed of and complies with all state and district policies and regulations concerning job function.

Accounting

4. Perform bookkeeping tasks and maintain department budget records.
5. Prepare and process department purchase orders and payment authorizations.
6. Order and maintain inventory of office supplies and program equipment.
7. Process online ticket events.
8. Process officials' invoices for all sport events.

Other

9. Answer and respond to incoming calls in a professional and courteous manner, take reliable messages, and route to appropriate staff.
10. Maintain a schedule of appointments and make travel arrangements for department staff.
11. Make meeting arrangements for department activities including preparing materials, scheduling, and setting up facilities, and arranging equipment.
12. Receive, sort, and distribute mail and other documents to department staff.
13. Maintain confidentiality of information.
14. Follow district safety protocols and emergency procedures.
15. Follow proper channels in communicating ideas, problems, etc.
16. Demonstrates time on task by establishing a work schedule appropriate for the athletic office and will assist in other duties as assigned by the athletic director, assistant athletic director, and administrative assistant.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours; occasional district-wide travel.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.