

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Administrative Secretary II-Athletic Directors
(S-9, 10.5 Months)
- RESPONSIBLE TO:** Receives general supervision from the Athletic Directors; works with independence, establishing priorities within work assignment.
- ESSENTIAL FUNCTIONS:** Performs clerical, receptionist, secretarial and office administrative work for the Athletic Directors. Interacts with staff, students and the public. Performs related computer, bookkeeping, records management and communications work.
- MINIMUM QUALIFICATIONS:** Ability to relate in a positive, friendly manner with coaches, staff members, students and the public. A thorough knowledge of Microsoft Office Suite, modern office practices, procedures and equipment. Knowledge of business english, spelling and mathematics. Ability to follow oral and written instructions. Strong social media skills concerning sports writing and communications.
- The skills and knowledge required would generally be acquired with a High School education and three years of increasingly responsible office administrative experience. Requires strong administrative, secretarial and organizational skills. Experience with and/or familiarity with WordPress web applications, Twitter, Instagram and CIAC/FCIAC Websites. Experience, knowledge and interest in the field of athletics. . Interpersonal skills are essential due to high level of contact with parents, coaches, students and staff members. The Administrative Secretary deals with confidential information and must use discretion in the performance of his/her duties.
- SALARY:** Classification S-9- \$32,175(Step 1) to \$34,800 (Step 3)
- WORK PERIOD:** Ten and ½ (10.5) months (**workday is 7.5 hours, specific work hours TBD**)
- STARTING DATE:** September 4, 2018 (official start date)
- FILING DATE:** Until Filled
- CREDENTIALS REQUIRED:** Apply online at www.fairfieldschools.org

****There may be a computerized test and/or written test as part of the interview process for this position****

7/11/2018