



**Position Title:** District Secretary

**Application Timeline:** Position is open until filled. Initial screening will begin on 9/12/19.

**Basic Function:** This position leads and coordinates the work and activities in the district business office under guidance of the Superintendent and District Business Manager.

**Accountability:** Accountable to the Superintendent and District Business Manager

**Characteristic Duties and Responsibilities:**

**Purchasing and Travel**

- 1) Responsible for processing of purchase orders and purchases within District budget parameters
- 2) Maintain and process district travel requests
- 3) Point of contact with vendors and contractors for purchasing, travel and bid processes

**Accounts Payable/Receivable**

- 4) Responsible for monthly Accounts Payable and Receivable processing

**Additional Duties**

- 5) Promotes positive and effective relations for the district
- 6) Produces District board agenda and packet.
- 7) Keeps minutes at school board meetings
- 8) Other duties as assigned by the Superintendent

**Competencies & other Requirements:**

Minimal Qualifications:

- 1) Documented successful experience in an office handling key functions such as payroll, purchasing or accounts payable processes
- 2) Familiarity working with budget code accounting
- 3) Experience with computers utilizing spreadsheets and a database
- 4) Ability to communicate effectively and manage multiple duties simultaneously
- 5) High commitment to task accomplishment and flexibility in work hours

Preferred Qualifications:

- 1) AA degree from an accredited institution in business management, accounting, or equivalent field of study or two additional years of office manager experience may be substituted
- 2) Familiarity with the school accounting system

**Conditions/Terms of Employment:**

Physical Requirements:

The work environment is primarily an office environment which requires sitting, long periods of computer use, use of telecommunication devices and working in an environment with many distractions. The job duties require the ability to perform normal office related functions such as squatting, bending, and overhead filing, lifting of boxes up to 40 pounds, arrangement of tables and chairs.

Terms of Employment:

- 1) This is a 225 work day position. Specific calendar to be negotiated with the superintendent

- 2) This is a confidential, exempt non-represented position. The superintendent may terminate the employment agreement at will
- 3) The minimum salary will be \$31,644. Final salary is subject to placement on the salary schedule and will depend on experience
- 4) Benefits will be provided at the same level as other district classified administrative staff

**Required application materials:**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Republic School District classified application (available on school website or from district office)
- Cover letter addressing your qualifications as applied to the responsibilities of this position
- Resume
- Two professional letters of reference
- College transcripts if applicable

Note: All of the above are required to ensure your consideration for this position.

Please send completed application materials to:

Republic School District  
Attn: Kevin Young  
30306 E Hwy 20  
Republic, WA 99166  
[kyoung@republicsd.org](mailto:kyoung@republicsd.org)  
Fax- 509-775-3712

Republic District #309 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the Republic School District's Title IX/ RCW 28A.640 Officer and/or Section 504/ADA Coordinator. We hire only U.S. Citizens and lawfully authorized alien workers as per the Immigration Reform and Control Act of 1986. The Republic School District #309 is a drug-free/tobacco-free workplace (Policy 4158/4159). Title IX Officer and Section 504/ADA Coordinator: Kevin Young., Superintendent, 30306 E Hwy 20 Republic, WA 99166.

Republic School District 309  
30306 E Hwy 20  
Republic, WA 99166  
509-775-3173  
<http://www.republic309.org>