

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409)916-0107

Athletics Administrative Assistant
Job Description

Reports to: Designated Administrator

Term: 193 Days

Status: Nonexempt

Primary Purpose:

Organize and manage the routine work activities of the athletic department office and provide clerical services to the department head and other staff members.

Qualifications

Education/Certification High school diploma or GED

Special Knowledge/Skills

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Basic math skills

Experience: Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

1. Help with paying the officials, purchasing supplies and inputting purchase orders.
2. Selling tickets, handing out and collecting money from different campuses.
3. Finding ticket workers and assigning them to games.
4. Working home events for both High Schools.
5. Assist with banquet coordination and athletic department awards.
6. Assist with booster club certification meetings and athletic department meetings.
7. Update departmental handbooks, and the collection, posting, and keeping records for students' membership fees.
8. Assist in the record keeping and policies of the assigned UIL athletic district.
9. Perform other duties as assigned.

Supervisory Responsibilities: None.

“Job Openings” are posted at www.tcisd.org .

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Equipment Used: Personal computer, typewriter, printer, calculator, copier, and fax machine.

Working Conditions: Mental Demands/Physical Demands/Environmental Factors: Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by _____ Date _____

Reviewed by _____ Date _____