

FAIRFIELD PUBLIC SCHOOLS

Title: Music Department Secretary

Job Purpose Statement: Performs a variety of responsible clerical, secretarial, purchasing, accounting and record-keeping work for K-12 Music Coordinator and Music Department staff.

Supervision Received: Receives general and task supervision from K – 12 Music Coordinator. Performs tasks independently within general work assignment, establishing priorities in daily work tasks.

Supervision Exercised: None

Essential Job Functions:

Performs all secretarial, clerical, bookkeeping, ordering and organizational tasks for district-wide music program. Maintains music department inventory, distribution, repair, rental contracts and maintenance records.

Performs all required tasks associated with instrument rentals and uniform ordering and distribution. Responsible for scheduling instrument repairs and tuning/repair of pianos in all schools. Orders all instruments, music and office supplies needed.

Assists music staff and students with activities and services. Communicates with music staff, students, town and civic organization officials and parents on a daily basis. Provides general support and assistance to students and music teachers in preparation for concerts and festivals.

Assists Music Coordinator with budget preparation, prepares purchase orders for all budgeted items. Compiles music staff directory. Performs other related duties as assigned.

Incidental Job Functions: Collecting and depositing activity funds, distributing and collecting uniforms for band and chorus, collect and tabulate statistical information on band and orchestra enrollment.

Knowledge, Skills and Abilities: A working knowledge of the Fairfield system-wide music program is required. Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and arithmetic. Ability to relate in a positive, friendly manner with staff members, students and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to follow written and oral instructions. Ability to perform bookkeeping tasks, organize and maintain files and records. Familiarity with vendors specializing in music, supplies, instruments, uniforms and repair of instruments is needed. A strong working knowledge of musical instruments and musical literature is required.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. instruments, files, office supplies, etc. Must be able to walk up and down stairs on a regular basis, often carrying instruments. Some degree of stress in interacting with

staff members and meeting deadlines for concerts, other performances. Must be able to manage multiple tasks simultaneously.

Bulletin: The job of Music Department Secretary requires varied clerical, secretarial, bookkeeping and organizational skills. The Music Department Secretary must be a self-starter, comfortable in working with people and numbers. A working knowledge of the Fairfield Public Schools Music Program is essential.

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