
SCHOOL DISTRICT NO. 36 (SURREY)

No. 3350

POLICY: ASSISTANT SECRETARY-TREASURER POSITION DESCRIPTION

Immediate Supervisor: Secretary-Treasurer

The Assistant Secretary-Treasurer is responsible for functions and departments in the Business Administration Division of the School District, as delegated by the Secretary-Treasurer.

When the Secretary-Treasurer is officially absent from duty and the Assistant Secretary-Treasurer is officially designated as the Acting Secretary-Treasurer, the Assistant Secretary-Treasurer shall assume the responsibilities and authority of the Secretary-Treasurer.

Revised: 2011-05-19

Revised: 1999-07-08

Adopted: 1982-06-07
