

# JOB DESCRIPTION

## Pleasanton Unified School District

### ADMINISTRATIVE SECRETARY - ELEMENTARY

#### **Purpose Statement:**

The job of Administrative Secretary - Elementary is done for the purpose/s of providing administrative support to the elementary or middle school site principal and other administrators as assigned; conveying information regarding school functions and procedures; ensuring compliance with site's financial, legal and administrative requirements; and overseeing the office activities.

This job reports to School Principal.

#### **Essential Functions**

- Administers first aid and medication to students as may be required within established health guidelines for the purpose of meeting immediate health care needs of students.
- Compiles data from a wide variety of sources (e.g. financial activities, absences, work orders, purchasing requests, inventory, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes documents (e.g. correspondence, bulletins, newsletters, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a wide variety of programs and/or activities (e.g. school usage, textbook orders, conferences/meetings, budget expenditures, appointments, etc.) for the purpose of meeting program and/or activity requirements in compliance with established guidelines.
- Maintains a wide variety of documents, files and records (manual and computer) (e.g. administrative confidential records, office procedures, building personnel records, master calendar, Pest Management Program, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials (e.g. all general supplies, equipment repairs, etc.) for the purpose of ensuring items' availability.
- Monitors account balances and financial transactions (e.g. general fund school budget, account expenditures, purchase order documentation, etc.) for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Orients new site personnel regarding appropriate school and district practices (e.g. directions, building procedures, etc.) for the purpose of effectively assimilating new personnel into site operations.
- Oversees office staff, student assistants, volunteers, etc. for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, mailings, etc.) for the purpose of providing information and/or materials as needed.
- Prepares a wide variety of reports and written materials (e.g. budgets, memos, letters, handbooks, minutes, readmit slips, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of documents and materials (e.g. purchase orders, substitute time sheets, work orders, classified time cards, key controls, etc.) for the purpose of disseminating information to appropriate parties.
- Receives complaints and concerns from staff and public for the purpose of addressing issues and/or referring to appropriate personnel for resolution.
- Researches discrepancies in processes and/or documentation (e.g. work orders, time cards, etc.) for the purpose of ensuring adherence to appropriate administrative and/or legal guidelines.

- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or referring to others.
- Supports Principal and other assigned administrative personnel for the purpose of serving as a liaison with staff, students, and the public and/or providing assistance with their administrative functions.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned (e.g. budget, planning etc.) for the purpose of representing the Principal, conveying and/or gathering information.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; bookkeeping principles; business telephone etiquette; common office machines; and office methods and practices

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective relationships with children; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. The job is performed under some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

First Aid/CPR

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 17