

JOB DESCRIPTION
Pleasanton Unified School District

ADMINISTRATIVE SECRETARY - DISTRICT

Purpose Statement:

The job of Administrative Secretary District is done for the purpose/s of supporting critical district administrative functions and serving on behalf of assigned administrators; ensuring efficient operation of support functions; documenting and communicating information, activities and actions; providing interpretation, comparisons and/or recommendations; providing confidentiality and system of access to information; directing correspondence for prompt action; and determining appropriate action/referral to achieve resolution.

Essential Functions

- Compiles data from a variety of sources 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, and providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g. task assignments, meetings, staff coverage, building in-service activities, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, files and records (e.g. administrative records, office procedures, forms, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Orients new personnel regarding appropriate school and district practices (e.g. policies, procedures, etc.) for the purpose of effectively assimilating new personnel into site and /or district operations.
- Oversees office staff, student assistants, volunteers, etc. for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Prepares written materials (e.g. calendars, budgets, reports, memos, letters, handbooks, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, work orders, forms, etc.) for the purpose of disseminating information to appropriate parties for action.
- Researches discrepancies in processes and/or documentation (e.g. work orders, activity data, 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 (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of 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 assigned administrator, and conveying and/or gathering information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to 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; preparing and maintaining accurate records; using pertinent software applications; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; 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; business telephone etiquette; and accounting/bookkeeping principles

ABILITY is required to schedule a significant 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 data of varied types and/or purposes; 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 frequently 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; meeting deadlines and schedules; working with detailed information/data; and working as part of a team.

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 some resources from other work units is often 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 17