

JOB DESCRIPTION
Pleasanton Unified School District

ADMINISTRATIVE SECRETARY - SECONDARY

Purpose Statement:

The job of Administrative Secretary - High School is done for the purpose/s of providing administrative support to the middle or high 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; overseeing the office activities; and determining appropriate action/referral to achieve resolution.

This job reports to School Principal.

Essential Functions

- 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. task assignments, school usage, inservice activities, travel and accommodations; textbook orders, substitutes, conferences/meetings, budget expenditures, 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, 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 assigned school activities (e.g. account balances and financial transactions) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Oversees office staff, student assistants, volunteers, etc. for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Prepares a wide variety of reports and written materials (e.g. correspondence, newsletters, calendars, budgets, memos, letters, handbooks, minutes, 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, etc.) for the purpose of disseminating information to appropriate parties.
- Researches discrepancies in processes and/or documentation (e.g. work orders, timecards, etc.) for the purpose of ensuring adherence to appropriate administrative and/or legal requirements.
- 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 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 for the purpose of representing the Principal and/or administrative personnel, 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 including pertinent software applications; planning and managing projects; and 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 have some impact on 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