

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Secretary to the Director of Maintenance, Operations, and Transportation (Transportation)

**DEPARTMENT:** Transportation

### **POSITION SUMMARY:**

Under direct supervision of the Director of Maintenance, Operations, and Transportation or designee, provides complex and responsible secretarial, clerical, and record-keeping services relieving the Director of clerical and routine administrative functions; do related work as required.

### **ESSENTIAL FUNCTIONS:**

1. Serves as receptionist, takes messages, meets and screens visitors, schedules appointments and oversees Director's calendar; answers inquiries and makes referrals to proper department or individuals in a friendly, positive manner.
2. Types and/or composes correspondence and memos independently or as directed.
3. Attends all staff meetings and is responsible for documenting/taking notes at all meetings.
4. Processes all reports/agreements/documents relating to Transportation.
5. Maintains files and filing systems; prepares confidential reports.
6. Opens, sorts, and screens mail.
7. Orders office supplies as needed; requisitions items from District Warehouse. Prepares purchase requisitions and tracks billing for the department. This may include, but is not limited to, athletic transportation billing, field trip billing, booking charter buses, preparing invoices, depositing money received, and maintaining the department budget. Responsible for preparing all documents required for soliciting of services/products for department. Keeps track of vehicle work orders and repairs.
8. Composes and orders forms as needed by the department.
9. Maintains and inputs bus pass applications. Collects bus pass fees and helps parents with Free-Reduced Bus pass application, on-line bus pass application, and transportation availability questions.
10. Keeps records/files as required by local, County, State and Federal agencies including, but not limited to, 45 day and yearly inspection logs for CHP and DOT.
11. Acts as an intermediary between bus drivers and the Director of Transportation or designee in the absence of the Director of Transportation, the Driver Trainer/Dispatcher, or designee.
12. Assists customers in filling Transportation forms including field trip, district vehicle and vehicle repair requests.
13. Maintains and updates departmental web page.
14. Operates the Fuel System Software and maintains fuel keys for district employees and vehicles.
15. Operates two-way radio equipment.
16. Maintains logs of field trip and vehicle use, including but not limited to, incoming requests, cost analysis, trip invoices, employee coverage, and trip details.
17. On occasion, drives a district vehicle and transports students.
18. Prepares multi-media materials on a computer for training, presentations, and other communications.
19. Maintains regular and prompt attendance in the workplace.
20. Performs other related duties as required.

**EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. High School Diploma or equivalent required. Two years in business related course work at college or vocational school; or two years of clerical and secretarial work of a responsible nature requiring frequent contact with the public, preferably in a school district. Must possess a valid Class C California Driver's License. Must pass required District testing.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of office methods and practices, including filing systems.
2. Knowledge of receptionist and telephone techniques.
3. Knowledge of business letter and report writing using general computer skills in word processing.
4. Ability to operate a variety of office equipment, including adding machine, computer, duplicating and communications equipment.
5. Ability to use computer processing software programs, inventory software programs, e-mail, general accounting principle and software programs.
6. Knowledge of intermediate to advanced elements of correct English usage, spelling, grammar, punctuation and vocabulary.
7. Must have strong organizational skills.
8. Ability to perform responsible clerical work requiring independent judgment with speed and accuracy.
9. Knowledgeable in hazardous waste reporting.
10. Ability to interpret and apply policies, laws, rules and regulations.
11. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with accuracy, spreadsheets, and general communication needs of department.
12. Must be able to type at a speed of 50 words per minute from clear copy.
13. Ability to greet the public tactfully and courteously; answer questions in person and over the telephone.
14. Ability to maintain professional and cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone and other electronic devices.
5. Speak so that others may understand at normal levels and on the telephone and other electronic devices.
6. Stand and/or walk on hard and/or uneven surfaces.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb.

**WORK ENVIRONMENT:**

Employees in this position will be required to primarily work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public. On occasion, work will be conducted outdoors and may be exposed to gas, diesel vapors, vehicle exhaust and other chemicals.

**SALARY:** Classified Range 40

Adopted: HS Board 1/12/88, Elem Board 1/26/88

TUSD: 1/24/00

Revised: 6/14/2005, 6/13/17