

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

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

DEPARTMENT: Maintenance and Operations

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. Serves as vital staff and public relation link through personal, telephone and computer contact.
3. Attends all staff meetings and is responsible for documenting/taking notes at all meetings.
4. Open, sorts and screens mail.
5. Types and/or composes correspondence and memos independently or as directed.
6. Processes all reports/agreements/documents relating to Maintenance, Grounds & Operations.
7. Maintains files and filing systems; prepares confidential reports.
8. Orders all supplies, equipment, contractor labor/repairs and services for all Maintenance, Grounds & Operations including, but not limited to, Warehouse Stores supplies, annual inspections and certifications of all playgrounds, fire extinguishers and high school gym bleachers. Orders portable toilets for various district events.
9. Assists the Director or designee in the processing of work orders. May assist with determining emergency priorities.
10. May assist HVAC Maintenance technicians by operating HVAC energy management system for all sites and rooms in the District.
11. Compose and distribute daily all Night Security reports to appropriate personnel.
12. Calls for all garbage dumps outside of scheduled dumps.
13. Schedules all Exams, Prep classes, continuing education classes and files for renewals for Qualified Applicator Certifications for all Irrigations Specialist and Management qualified to apply pesticides.
14. Schedules all Exams and prep classes for Certified Pool Operations in the District.
15. Log and account for all invoices, write budget transfers and purchase order increase memos in order for Financial Services to process invoices for payment.
16. Makes arrangements for meetings and conferences.
17. Processes all vehicle repair requests.
18. Operates two-way radio equipment.
19. Computes cost for vandalism.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other related duties as required.

EDUCATIONS EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Experience working with budgets and ordering is desirable. Two years of business courses, or two years of responsible secretarial work, to include public contact required. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuations and vocabulary.
2. Ability to operate standard office equipment.
3. Knowledge of office methods and procedures, including letter and report writing.
4. Knowledge of receptionist and telephone techniques.
5. Knowledge of intermediate computer skills including, but not limited to accounting/purchasing software, inventory software programs, e-mail, work order systems, Microsoft Office applications, and other programs as required.
6. Basic knowledge of mechanics in order to process work orders accurately.
7. Ability to perform responsible clerical work with speed and accuracy.
8. Ability to interpret and apply policies, laws, rules and regulations.
9. Ability to type at a speed of 50 words per minute from clear copy.
10. Must have strong organizational skills.
11. Ability to maintain professional and cooperative working relationships with those contacted in the course of work.
12. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with accuracy, spreadsheets, and general communications needs of the department.
13. Ability to meet deadlines.

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 other 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 02/01/80, Elem Board 02/01/80

Revised: HS Board 4/18/80, Elem Board 3/11/80, TUSD 6.13.17