

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Administrative Secretary to the Associate Superintendent for Business Services

**DEPARTMENT/DIVISION:** Business Services

**POSITION SUMMARY:**

Under general supervision of the Associate Superintendent for Business Services, performs a variety of duties relating to certificated/classified personnel. This position has been designated as a confidential position per SB 160. "Confidential Employee" means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer's employer-employee relations.

**ESSENTIAL FUNCTIONS:**

1. Serves as confidential secretary to the Assistant Superintendent for Business Services performing a variety of clerical and technical tasks.
2. Serves as a vital staff communications and public relations link through electronic, personal and telephone contact, frequently serving as liaison with staff and public.
3. Performs a variety of complex and specialized clerical work in support of business services programs and functions, particularly risk management, environmental compliance, energy management, purchasing, and financial services functions.
4. Composes correspondence, documents and reports from oral and written directions.
5. Composes meeting summaries after attendance at meetings and from oral and written directions.
6. Prepares analysis of legislation and other legal issues and distributes to District personnel on an as needed basis. Keeps informed on legislation and legal decisions affecting business services procedures, as well as applicable laws and regulations, and recommends procedures to ensure compliance.
7. Organizes and prepares confidential materials related to certificated and classified personnel for presentation at meetings of the Board of Trustees
8. Obtains, interprets, and provides information to staff and the public.
9. Assists in reviewing and revising as needed Business Services division policies, regulations, and procedures. Prepares and distributes new and revised information from GAMUT to District personnel quarterly and on an as needed basis.
10. Provides administrative support for community relations including informal and formal complaints and other matters related to business services management.
11. Provides administrative support for risk management, environmental compliance, energy management, purchasing, and financial services departments.
12. Assists in responding to procedural inquiries in matters relating to business services functions, and in the interpretations and implementation of risk management issues and legal claims.
13. Gathers, reviews, and compiles information, prepares accurate and comprehensive reports.
14. Updates administrators, supervisors and employees on various liability, legal, and compliance changes or concerns.
15. Promotes an effective and productive relationship with all levels of staff and with employee groups within the District.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

**POSITION TITLE:** Administrative Secretary to the Associate Superintendent for Business Services

**ESSENTIAL FUNCTIONS:** Continued

18. Provides management and other employees with technical advice and assistance.
19. Serves as a back-up for other Business Services and other District Education staff on an as-needed basis.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other related duties as assigned.
22. Reviews and maintains files on all student and employee accident reports, monitors accident claims, and interfaces with attorneys and liability insurance representatives to manage claims.
23. Maintains files and documents, and prepares reports in support of compliance with local, county, state, and federal environmental compliance agencies.
24. Prepares, reviews, distributes, and corrects a variety of documents for accuracy and compliance with rules and regulations including payroll documents, travel claims, purchase orders, expenditure/revenue transfers, warrant cancellations, journal entries, deposit forms, etc.
25. Reviews, maintains, and processes fiscal/accounting records and transactions.

**EDUCATION AND 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. Five years of complex and responsible secretarial experience, including at least two years of secretarial experience in a school district is preferred.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of a high level of English usage, spelling, grammar, punctuation and vocabulary.
2. Knowledge of pertinent laws, rules and regulations governing school districts.
3. Knowledge of educational research methodology.
4. Knowledge of modern office methods, practices and procedures.
5. Ability to perform a variety of highly independent, complex and responsible secretarial, clerical and administrative support services requiring independent judgment with speed and accuracy.
6. Ability to complete projects and tasks with minimal supervision and direction.
7. Ability to deal pleasantly and effectively with visitors, both in person and on the telephone in a wide variety of situations.
8. Ability to learn and apply District rules, regulations, policies and procedures.
9. Must have strong organizational skills.
10. Advanced knowledge of a variety of computer programs, including word processing, data management, desktop publishing, graphics, and multi-media presentation programs.
11. Ability to type at a speed of 60 words per minute from clear copy.
12. Ability to operate standard office equipment.
13. Ability to communicate effectively, orally and in writing.
14. Strong interpersonal skills.
15. Ability to make independent decisions and accurately interpret laws and practices.
16. Ability to maintain cooperative working relationships with those contacted in the course of work.

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**PHYSICAL REQUIREMENTS:**

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

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
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 for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

**SALARY:** LMH, Range 14

**WORK YEAR:** 230 Days

Adopted:

H.S. Board 2/16/84

Elem. Board 2/14/84

Revised:

TUSD 5/10/2008