

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Office Specialist II	Reports to:	Program Administrator/Supervisor
Job Category:	Clerical	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	17
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of complex administrative and clerical duties to support District administrative functions and serve on behalf of assigned administrator; plan, and organize office activities and coordinate flow of communications and information for assigned department; prepare and maintain a variety of manual and automated records and reports related to department activities; ensure efficient operation of support functions; document and communicate information, activities and actions; provide interpretation, comparisons and recommendations; direct correspondence for prompt action; determine appropriate action and referral to achieve resolution.

ESSENTIAL FUNCTIONS:

- Perform a variety of complex clerical and administrative duties to relieve a District department administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; ensure smooth and efficient office operations; ensure related functions comply with established laws, rules, regulations, policies and procedures.
- Receive visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies and procedures.
- Receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, services, projects and assigned duties; process documents and materials, including purchase orders, work orders, forms, etc.) and disseminate information to appropriate parties for action.
- Establish and maintain filing systems; compose, revise, verify, proofread and edit a variety of documents; compose documents, including correspondence, bulletins and newsletters; document events, provide and respond to requesting information.
- Research, compile and verify a variety of data and information; compute statistical information for various federal, State and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; ensure mandated reports are completed and submitted to appropriate agency according to established timelines.
- Distribute, collect, process and evaluate a variety of forms and applications related to assigned department and functions; duplicate and distribute materials as needed; assist with the preparation, processing and maintenance of grant information, records and related materials as assigned.

- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; ensure accuracy of input and output data.
- Monitor assigned District activities and program components; coordinate activities and ensure compliance with established financial, legal, and administrative requirements.
- Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.
- Maintain documents, files and records, including administrative records, office procedures, forms and related material; provide up-to-date reference and audit trail for compliance.
- Research discrepancies in processes and documentation, such as work orders, activity data, and related records; ensure adherence to appropriate administrative and legal guidelines.
- Perform a variety of clerical accounting duties as assigned.
- Orient new site personnel regarding appropriate school and district practices, including policies, procedures and related documents; assist in the assimilation of new personnel into site operations and District operations.
- Respond to inquiries from a variety of internal and external parties, including staff, parents, students and public agencies; provide information; relay policy and procedures; facilitate communication among parties and provide direction.
- Support assigned administrative personnel and provide assistance with their administrative functions.
- Maintain office supply inventory; order needed items, materials and equipment, as requested.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- District department organization, operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Accounting/bookkeeping principles.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Schedule a number of activities, meetings, and events.
- Gather, collate, and classify data; and use basic job-related equipment.
- Independently work with others in a wide variety of circumstances.
- Work with data utilizing specific, defined processes.
- Operate equipment using defined methods.
- Work with a variety of data.

- Analyze issues and create action plans.
- Interpret department related guidelines.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Prepare and maintain accurate records.
- Read technical information and compose a variety of documents.
- Facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Perform basic math, including calculations using fractions, percentages, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience with increasing levels of responsibility is required.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Office work environment. Fast-paced environment with changing priorities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and pulling.
- Significant fine finger dexterity.
- Requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.