

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

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

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; ensure efficient operation of support functions; maintain confidentiality of sensitive information; direct correspondence for prompt action; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

ESSENTIAL FUNCTIONS:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; prepare complex documents including correspondence, bulletins, newsletters, informational materials, agendas, minutes, and policy revisions in order to document events, and provide or request information; ensure accuracy and completeness of assigned documents.
- Coordinate a variety of programs and activities such as task assignments, meetings, staff coverage, building in-service activities, workshops, travel, and accommodations, to assist with ensuring availability of facilities, equipment, and delivering services in conformance to established guidelines.
- Communicate with personnel, parents, students, and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns; respond to inquiries, facilitate communication among parties and provide direction to appropriate parties as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies, and procedures.
- Prepare and maintain various records and reports related to assigned activities; provide up-to-date reference and audit trail for compliance; prepare written materials including calendars, budgets, reports, memos, letters, and handbooks as assigned; set up and maintain office files for assigned department.
- Compile data from a variety of sources and ensure compliance with established financial, legal, and administrative requirements; research discrepancies in processes and documentation.
- Process various documents and materials such as purchase orders, work orders, and forms related to assigned department; review time sheets according to established procedures; disseminate information to appropriate parties for action as needed.
- Perform a variety of responsible financial work as assigned; reconcile and maintain accurate account balances and ensure compliance with related policies, practices, and regulations related to assigned activities.
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.
- Attend meetings as assigned representing the assigned administrator; convey and/or gather

- information; take meeting notes and distribute to appropriate parties as assigned.
- Operate a variety of office equipment not limited to a copier, computer, and assigned software; may operate a base station receiver/transmitter to perform dispatch duties as assigned by the position.
 - Maintain inventories of office supplies and materials and ensure availability of assigned items.
 - May provide training and work direction to assigned office personnel as needed; ensure appropriate procedures are followed and work demands are met.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

- Policies and objectives of organization and assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Recordkeeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Business telephone and email etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Ensure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public.
- Complete work with many interruptions.
- Maintain a variety of records, logs, and files.
- Determine appropriate action within clearly defined guidelines.
- Operate a variety of job-related equipment including a copier, computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or 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:

- Valid driver's license.

Administrative Secretary-District

WORKING CONDITIONS:

Environment: Indoor/Office environment.

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/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job 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.