

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT-CHILD NUTRITION

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, perform a variety of complex clerical and secretarial duties to relieve the administrator of administrative and clerical detail and to provide support to the Child Nutrition Services Department; plan, coordinate and organize office activities and coordinate flow of communications and information for the department; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail and to provide support to the Child Nutrition Services Department; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations; assure related functions comply with established laws, rules, regulations, policies and procedures.

Perform public relations and communication services for the administrator and the department; 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 the department, financial activity, attendance, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents; print menus as assigned; compile quarterly reports for the District office as assigned.

Perform clerical accounting duties in support of department as assigned; input data for individual school site reimbursement claims; count money from each site; prepare and reconcile bank statements; make bank deposits; copy and send bank deposits to District office; compile data for and process billing as assigned.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures.

Type and input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data; enter department staff attendance, absence and timesheet data into an assigned system.

Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational materials and mailings as directed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings as assigned; maintain appointment and activity calendar; collect and compile information for meetings, projects and workshops; take, transcribe and distribute minutes as assigned by the position.

Monitor inventory levels of office and designated Department supplies; order, receive and maintain appropriate levels of inventory as required; process requisitions for department purchases; arrange for repairs of Department equipment as needed.

Communicate with personnel, parents, vendors and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, computer and assigned software; assist with troubleshooting basic computer issues at assigned school site cafeterias.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational operations, policies and objectives.
Policies and objectives of assigned programs and activities.
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.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Record retrieval and storage systems.
Mathematic calculations.

ABILITY TO:

Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications and information for the department.
Assure smooth and efficient office operations.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and prepare comprehensive reports related to assigned duties.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.

Answer telephones and greet the public courteously.
Complete work with many interruptions.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible secretarial or administrative experience. Some experience working in a food service operations setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting, standing and walking for extended periods of time.
Bending the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead and above shoulders to retrieve supplies or records.
Lifting and carrying moderately heavy objects.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017