

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT-MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of the Director-Facilities, 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 Maintenance and Operations Department; plan, coordinate and organize office activities and coordinate flow of communications and information; 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 Maintenance and Operations 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; check emails frequently and respond accordingly.

Compile information and prepare and maintain a variety of records, logs and reports related to the department, financial activity, budgets, attendance, staff, substitutes, payroll and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents; prepare regular mandatory reports and arrange for inspections and testing for related department activities.

Enter, track and follow-up on department work orders as assigned; frequently check for incoming work order requests; assist District sites with Maintenance and Operations requests; input maintenance requests as needed.

Enter department staff attendance, absence and timesheet data into an assigned system; assist with arranging substitutes for custodians as needed; manage keys for assigned school sites; arrange for employees to work overtime for special events as needed.

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 program operations, activities, policies and procedures.

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.

Coordinate, schedule and attend a variety of meetings, workshops and special events; process use of facilities agreements for in-house and outside groups and events.

Perform clerical accounting duties in support of department as assigned; enter invoices, request approval for payment and send information to appropriate personnel as assigned; process billing for the use of facilities as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; process requisitions for department purchases; arrange for billings and payments as directed.

Communicate with personnel, various departments and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, key cutting machine, computer and assigned software; arrange for equipment repairs as required.

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 and some experience working in a maintenance and operations setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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