

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT-TRANSPORTATION**

#### **BASIC FUNCTION:**

Under the direction of the Transportation Director, 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 Transportation 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 Transportation 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; assist with bus and route assignments according to established procedures.

Enter department staff attendance, absence and timesheet data into an assigned system; assist with arranging for substitutes for drivers as needed; enter substitute and contract employee payroll information as assigned by the position.

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.

Coordinate, schedule and attend a variety of meetings as assigned; take, transcribe and distribute minutes as assigned by the position.

Perform clerical accounting duties in support of department as assigned; process invoices as assigned.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; process requisitions as assigned.

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

Operate a variety of office equipment including a copier, fax machine, scanner, 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 assistant experience and some experience working in a transportation setting preferred.

**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, carrying, pushing and pulling 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