TITLE: Secretary-Maintenance, Grounds, Transportation, Custodial **CLASSIFICATION: Classified**
DEPARTMENT: Business and Operations **RANGE: 17**

DESCRIPTION OF POSITION

Under the direct supervision of the Supervisor of Maintenance, Grounds, Custodial and Transportation departments, this position provides a wide variety of secretarial services related to the operations of the departments.

REPRESENTATIVE DUTIES

- Receives and responds to inquiries regarding matters of departments. E
- Prepares and maintains accurate records for the departments. E
- Maintains accurate department's budget. E
- Prepares, completes and files a variety of district and state reports. E
- Monitors, prepares and maintains payroll time sheets and compensation time records for the departments. E
- Receives, reviews and processes trip requests for transportation via district vehicles. E
- Secure quotes, orders and maintains inventory of supplies for department. E
- Orders all inventory for the district warehouse. E
- Coordinate department response to emergency work requests in the absence of Lead Personnel and/or Supervisor. E
- Monitors, and communicates with district employees via 2-way radios. E
- Maintains and prepares District ID Badges for employees. E
- Prepares paperwork and serves as sponsor for all contractors in obtaining Base Passes. E
- Maintains and completes Cal Card reconciliation for the department. E
- Assists supervisor in development of department budget. E
- Assists supervisor in managing District Safety Program. E
- Assists contractors by accepting and holding deliveries that are shipped to the District for the contractor's convenience.
- Assists sites and departments with facility use and work orders.
- Assists in receiving goods into the warehouse in absence of warehouse employees.
- Assists in State Bids.
- Follow District guidelines on Energy Conservation daily.
- Attend staff meetings as directed.
- Assist Lead Driver on Trans Trak Program.
- Assist Lead Driver in maintaining computer files on bus routes, drivers and schedules.
- Coordinate district calendar with Travis Air Base Security Police for gate openings.
- Carries out other clerical functions and duties as assigned.

E = Essential Duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

12 years of education with diploma or GED (General Education Diploma) and a minimum of 2 years of increasing responsible experience in a clerical support role

SKILLS AND ABILITIES

- The ability to read and write in English at a level sufficient for the performance of assigned duties.
- Basic knowledge of good English usage, spelling and arithmetic.
- Basic clerical functions; filing, data entry, word processing, preferably Microsoft Office.
- Understand and carry out oral and written directions.

- Knowledge of various trade terminology, school rules and regulations.
- Work independently with a minimum of supervision.
- Prepare and compile accurate records on a timely basis.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Proper care of district equipment associated with clerical work.
- Proper lifting techniques are used daily
- Type or perform word processing at 45 words per minute from clear copy.
- Understand and apply the principles of confidentiality and professional ethics

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material and sees distant objects with clarity, judge distance and spatial relationships and identifies and distinguishes objects.
- Sufficient hearing to hear conversation in person, on the telephone, hand radio and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in a normal conversation on the telephone and hand radio.
- Ability to exert up to 10 pounds of force to push, pull drag, or otherwise move objects.

This type of work requires:

- Frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, move about the work area, and move around the work site.
- Employees in this classification work in an office environment subject to occasional nauseous fumes, loud noise and moving vehicles.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	4
Twist	2		Lift/carry 11-25 lbs	2
Squat	2		Lift/carry 26-40 lbs	1
Kneel	2		Lift/carry 41-100 lbs	1
Climb	2		Stand	4
Reach above shoulder	2		Walk	4
Grip/Grasp	2		Sit	4
Extend/Flex Neck	4		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

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Board Approved: 1/16/24