JOB DESCRIPTION

Tahoe Truckee Unified School District

ADMINISTRATIVE ASSISTANT TRANSPORTATION

Purpose Statement

The job of Administrative Secretary - TMO is done for the purpose/s of providing secretarial support to TMO-site administrator; conveying information regarding transportation functions and procedures; ensuring compliance with site's financial, legal and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees. The functions of this job classification require the performance of activities that are often of a highly confidential nature.

Essential Functions

- Attends meetings as assigned for the purpose of representing building administration, taking minutes, conveying and/or gathering information.
- Communicates with other departments and vendors for the purpose of resolving problems, coordinating processes and providing information regarding purchases and accounts.
- Composes documents to communicate information to district and school site personnel, as well as TMO personnel.
- Monitors site budget, account expenditures, purchase orders, account balances.
- Processes documents and materials; Requisitions, purchase orders, incoming deliveries, agendas, mail.
- Maintains various records and files both confidential and non-confidential (e.g. financial records, attendance, reports, employee and vendor, etc.) for the purpose of documenting and/or providing reliable information.
- Processes and maintains leave slips, extra duty and monthly timesheets for all TMO employees.
- Maintains record keeping and program functions for fleet fueling station.
- Invoices other departments for fuel and service of vehicles.
- Answers phones and responds to radio calls from drivers.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Communicates with county employees, District Office administration, government agencies, law enforcement, etc. for the purpose of resolving problems, coordinating processes and/or providing required information.
- Compiles data from a variety of sources for the purpose of complying with grant requirements.
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Coordinates various activities as assigned (e.g. calendars, substitutes, speakers, luncheons, field trips, meetings, travel arrangements, staff coverage, facility usage, etc.) for the purpose of ensuring proper notification to parents, staff administrators, meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inventories supplies and materials (e.g. copy paper, alternative materials, etc.) for the purpose of ensuring availability of items.
- Monitors assigned activities and/or program components (e.g. transportation site budget, account expenditures, purchase order documentation, account balances, grants, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Orients new site personnel regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into site operations.
- Performs record keeping and general and program specific clerical functions for the purpose of supporting site activities and/or administrative requirements.
- Prepares written materials (e.g. state reports, attendance, enrollment, financial reports, minutes, brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. requisitions, schedules, purchase orders, incoming deliveries, new enrollees, agendas, mail, etc.) for the purpose of disseminating information and/or materials to appropriate parties.
- Reconciles cash accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices.

- Researches a variety of topics (e.g. current practices, policies, discrepancies in processes and/or documentation, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquires of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Supports director, dispatcher and/or other personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office methods and practices; and accounting/bookkeeping principles

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High School diploma or equivalent. Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Education/Training

Training and attendance at workshops as appropriate.

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening