

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY III – MAINTENANCE & OPERATIONS

DEFINITION:

Under the direction of the Administrator of Maintenance and Operations, the Secretary III – Maintenance & Operations performs highly responsible secretarial and administrative assistant duties such as a variety of office and administrative duties by planning, organizing, and participating in assigned office operations. Assist in the development and coordination of county-wide service work orders and construction projects to the maintenance and facilities operations. Perform other related duties as assigned by supervisor(s).

DIRECTLY RESPONSIBLE TO:

Administrator of Maintenance and Operations

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares, formats, proofread and revises written materials and documents (e.g. contracts, emails, letters, reports, memoranda, notices, agendas, and minutes, etc.).
- Formats, proofreads, and revises construction contracts, ensure bonds, insurance, and other required information are received, and issue Notices to Proceed and Notice of Completion with the County Clerk when the project is completed.
- Coordinate, input, and maintain the sales of surplus property on the auction website.
- Coordinate county-wide room reservations including operational services and invoicing internal and external programs/departments.
- Clarifies work order request, inputs data into and maintains county work order software program.
- Supports county-wide coordination of site maintenance and operations services such as elevator inspections, fire extinguisher inspection, fire alarm, etc.
- Assists in the coordination and documentation of a variety of facility maintenance and construction projects.
- Assists with the development of bid documents per Public Contract Code requirements, records public bid records.
- Processes applications for contractors list and maintains the approved list
- Coordinate vendor information to set up in financial database and manage vendor contact information.
- Maintain and coordinate insurance for building and vehicle fleet including request for certificate of insurance, addition/deletion of building/vehicle, work with liability insurance in regards to claims and payments.
- Review received certificate of insurance from outside agencies/organizations and forward to liability insurance.
- Maintain and coordinate services for county-wide vehicle fleet.
- Prepares and delivers fleet binder training to employees.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY III – MAINTENANCE & OPERATIONS

- Maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports.
- Take minutes, both formal and informal, at various meetings.
- Processes materials and supplies orders including maintaining and managing credit card purchases and billing statements, input Purchase Requisitions.
- Initiates and completes forms which include budget requests, budget and adjusting journals, work orders, purchase orders, open purchase orders, conference/mileage claims, and other related forms.
- Initiates and process quarterly billback to various departments/programs for maintenance services including journal entries into financial software.
- Review, reconcile with the absence management platform, and finalize timesheets.
- Prepare financial reports as mandated by the administration, Office of Public School Construction, California Department of Education, and other agencies.
- Coordinates the development of the Maintenance and Operations budget.
- Monitors and evaluates budgets and expenditures for appropriateness to ensure fiscal solvency and accountability.
- Compiles data and applies legal reporting requirements and regulations.
- Maintains an effective communication link between department and those contacted during the normal course of duties.
- Initiates, receives, and routes phone calls.
- Assists and advises program staff including researching inquiries.
- Explains program policies and procedures to the public, parents, students, or other staff.
- Schedules and maintains calendar, appointments, and meetings for administrator/staff, and keeps accurate records of department activities.
- Coordinates and organizes conferences, workshops, in-services, or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.
- Coordinates and organizes supervisors' and/or staff travel arrangements to conferences, workshops, and meetings.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Associate degree with major course work in administration, business, social science, or related field.
- Four years of relevant work experience comparable to a Secretary II.
- Service in a public education environment preferred.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office procedures and methods.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY III – MAINTENANCE & OPERATIONS

- Basic accounting functions, data collection and report preparation, including county office accounting and auditing requirements.
- Office filing systems.
- Program policies, procedures, and regulations.
- Principles and practices of public education and administration,
- Relevant State and Federal laws, regulation, and procedures.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Manage and prioritize multiple activities.
- Prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents.
- Communicate effectively both orally and in writing with county office personnel, school administrative staff, outside district agencies and the public.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program/department.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students. and community.
- Set priorities, define tasks, schedule and coordinate activities, and functions.
- Develop procedures and complete assignments.
- Correct mathematical calculations.
- Read, understand, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Establish and maintain effective file systems.
- Identify and collect appropriate data.

Physical Requirements:

- Bending at the waist, kneeling, or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY III – MAINTENANCE & OPERATIONS

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: September 17, 2025