JOB DESCRIPTION
SECRETARY II/MOTF

DEFINITION:
Under the general supervision of the Director of M.O.T.F., the Secretary provides bilingual administrative and clerical support to the Maintenance, Operations, Transportation & Facilities department. This position operates the department's front desk, serves as a primary point of contact for public and staff inquiries, and is responsible for maintaining records, supporting transportation logistics, and handling department-specific clerical functions. (Days-260) (Salary-Placement on the Classified Salary Schedule at a Range 21)

Note: This position was previously located at the District Office and has been relocated to the MOTF Department to better align with the daily operational needs and direct departmental support.

ESSENTIAL DUTIES:
- Operates multi-line telephone system; receives incoming calls to appropriate MOTF personnel; takes and transmits messages.
- Provide bilingual assistance to visitors, staff, vendors, and community members.
- Assist in scheduling meetings, communicating logistics, and notifying staff of departmental updates.
- Supports departmental communication and maintain organized files related to maintenance, operations, transportation, and facilities.
- Utilize a variety of software programs for word processing, spreadsheets, and data management.
- Performs a range of clerical and administrative work tasks, including typing, filing, duplicating documents, and mail.
- Orders department supplies and materials.
- Prepare and process purchase orders requisitions using the district's financial system; obtain approvals, respond to vendor inquiries, and ensure timely distribution and filing.
- Maintain and update daily transportation records, logs, schedules, and trip documentation.
- Monitor substitute coverage for MOTF staff through the absence management system and make arrangements when substitute is not automatically assigned; maintain accurate records of employee absences and time off.
- Provide support to other MOTF staff as needed.
- Organize and maintain all files related to new construction, modernization, and remodel construction projects, and transportation.
- Assist the transportation supervisor in the development of bus schedules and routes.
- Assist in communicating with administration, parents, and school staff with bus and vehicle incidents and situations.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
- Must have a high school diploma or its equivalent.

- Two years experience in clerical work and responsible office administrative experience in a position involving frequent contact with the public.

Licenses, Certifications and other Requirements:

- Fingerprint clearance.
- Negative TB test results.
- Typing Certificate (50 wpm)
- Translates Spanish/English (must pass district administered bilingual test).

Knowledge of:

- Strong working knowledge of office administration and public contact practices.
- Proficient in Microsoft Office Suite and district business applications.
- Understand and carry out oral and written directions.
- Knowledge of proper English usage, spelling, grammar, and composition.
- Familiarity with transportation

Ability to:

- Maintain a professional and cooperative demeanor with staff, vendors and the public.
- Communicate effectively in English and Spanish, both orally and in writing.
- Organize and prioritize multiple tasks under time constraints.
- Use sound judgment, maintain confidentiality, and work independently.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment, subject to frequent interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry 40 lbs.
- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting, standing, and walking for extended periods of time.
- Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
- Occasional kneeling, crouching, and squatting.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

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