Job Description
Mt. Diablo Unified School District

Administrative Secretary II

Purpose Statement

The job of Administrative Secretary II is done for the purpose/s of coordinating the day-to-day administrative operations of a department, program office, or division; assisting administrator(s) in the overall functioning of the department/program; providing complex, confidential clerical support to assigned departments/programs and their administrators; performing support activities that require independent judgment in accordance with established procedures; compiling and maintaining data and materials needed to perform their job functions, creating a variety of documents and materials, and generally supporting assigned administrator(s).

SUPERVISION

Reports to: Chief, Director, or Designee

Essential Functions

- Assists with the oversight of department/program budgets as assigned (e.g., preparation, allocation, record keeping, monitoring, usage, and control, etc.) for the purpose of ensuring compliance with all relevant regulations and that funds are utilized efficiently to achieve district and department goals.
- Compiles data from a wide variety of sometimes complex and diverse sources for the purpose of providing information related to department/program goals and initiatives in an accurate and timely manner. Coordinates the collection, review, and analysis of data from multiple sources for the purpose of preparing complex reports, identifying trends or issues, and supporting department/program planning, compliance, and decision-making.
- Compiles time and attendance-related data as assigned for the purpose of ensuring that accurate and timely information is provided to the appropriate parties. Oversees and reviews time and attendance-related processes for assigned staff or programs; identifies discrepancies, resolves issues, and coordinates with appropriate departments to ensure accurate and timely reporting.
- Maintains a wide variety of complex manual and electronic document files and records for the purpose of providing up-to-date information

and/or historical reference in accordance with established administrative guidelines and legal requirements. Develops, maintains, and monitors complex manual and electronic records systems for assigned department/program operations; ensures records are accurate, compliant, accessible, and aligned with District requirements.

- Oversees the scheduling of a variety of meetings (e.g., appointments, trainings, events, etc.) for the purpose of communicating information to required parties, scheduling meeting spaces, and assisting in the accomplishment of meeting goals.
- Participates in a variety of meetings, workshops, and/or trainings as assigned for the purpose of providing information, recording minutes, coordinating materials distribution, and/or supporting the needs of attendees.
- Performs a wide variety of clerical and/or office-related functions as needed and/or assigned (e.g., greeting visitors, answering phones, screening and routing mail and deliveries, etc.) for the purpose of assisting in the resolution of issues, and in the completion of general office duties for the department/program.
- Performs the duties of office manager as assigned for the purpose of assisting in the achievement of department/program goals, meeting target dates, and complying with established district guidelines.
- Prepares a wide variety of complex and often confidential materials as assigned (e.g., correspondence, agendas, minutes, websites, bulletins, reports, dockets, etc.) for the purpose of communicating information and/or creating documentation as directed by assigned administrator(s).
- Provides day-to-day oversight of department/program projects and initiatives as assigned for the purpose of facilitating efficient and effective progress while keeping assigned administrator(s) abreast of issues and concerns.
- Provides oversight of a variety of assigned department and/or program components (e.g., Cal Cards, department/program procedures and policies, contracts, invoices, etc.) for the purpose of ensuring these components are maintained and providing relevant information to assigned administrator(s).
- Provides support and guidance to other department/program staff as needed for the purpose of ensuring tasks are completed in an accurate and timely manner.

- Responds to questions from a wide variety of individuals and groups for the purpose of providing information in a timely manner while maintaining confidentiality and complying with district guidelines.
- Schedules meetings and travel-related arrangements for the purpose of ensuring that arrangements are made in an efficient and cost-effective manner and communicated clearly to affected individuals.

Other Functions

- Performs other related duties as assigned for the purpose of assisting in the successful completion of department/program activities in an efficient and effective manner.

Job Requirements: Minimum Qualifications

Knowledge, Skills, and Abilities

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: department/program operations and philosophy; concepts of grammar and punctuation; office management; project management; general administrative support procedures and practices; principles and practices of bookkeeping; relevant policies, laws, and regulations; and general district organization.

SKILLS are required to perform multiple tasks, with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: working independently; handling confidential material with discretion; establishing and maintaining effective working relationships; accurate recordkeeping; operating standard office equipment, including pertinent software applications; planning and managing projects; preparing and maintaining accurate data; and utilizing delegated authority.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. 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 to moderate. Specific ability-based

competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. The work performed in this position should contribute to positive improvements in the efficiency, accuracy, and quality of services provided by the department or program.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment. Duties may involve sitting or standing for extended periods, walking within the worksite, reaching, bending, and occasionally lifting, carrying, pushing, or pulling office materials and supplies. The work environment may include frequent interruptions, shifting priorities, and regular interaction with District staff, students, families, vendors, and members of the public.

Classification: Classified

Salary Range: CST Salary Schedule, Range 507
FLSA Status: Non-Exempt
Bargaining Unit: CST

Number of Days: 260

Date Adopted: June 15, 2010
Revised: June 24, 2026