

Job Description

San Ramon Valley Unified School District

Administrative Secretary - District

Purpose Statement

The job of Administrative Secretary - District is done for the purpose of providing support to the educational process with specific responsibilities for performing independent advanced technical and highly complex and confidential secretarial duties requiring independent judgement and analysis; providing training and work direction to clerical personnel; and planning, organizing and coordinating office activities and communication to relieve the administrator of routine administrative duties.

This job reports to Assigned Supervisor

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Communicates effectively with District personnel, community members, the public, parents and others regarding confidential or sensitive issues for the purpose of providing information in accordance with established guidelines and procedures.
- Compiles information and prepares Board or Cabinet agenda items for the purpose of ensuring accurate information is presented.
- Coordinates summer school and extended school year (ESY) program components and support needs for the purpose of ensuring program success and delivering services which conform to established guidelines.
- Coordinates communication and interprets and applies rules and regulations as appropriate for the purpose of obtaining and providing information; coordinating activities and resolving issues.
- Drafts contracts and individual service agreements (ISA) for outside services for the purpose of ensuring compliance with district policies and regulations.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Organizes and supports the work of clerical employees as required for the purpose of ensuring that department objectives are met.
- Performs highly advanced complex secretarial duties with independent judgement and analysis for the purpose of organizing and coordinating office activities and communication, ensuring efficiency of department and relieving the administrator of routine clerical duties.
- Prepares and maintains a wide variety of reports, documents and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches, reviews, corrects and compiles a variety of information and verifies data for accuracy, completeness and compliance with established procedures for the purpose of computing statistical data for reports and special projects, documenting activities and providing information and/or recommendations.

- Responds independently to requests for information and complaints regarding District programs, policies, procedures and regulations for the purpose of providing the necessary information and responding according to established procedures and guidelines.
- Schedules meetings, conferences and appointments, arranges conference rooms, maintains calendar and arranges travel accommodations for the purpose of making necessary arrangements for assigned activity.
- Responds to the needs of callers and visitors for the purpose of providing detailed and technical information concerning District policies and procedures following established guidelines.

Technology Department Specific Functions

- Assists in preparing and analyzing budget reports, and compiles statistical information for the purpose of ensuring accuracy, and conforming to established guidelines.
- Creates, publishes, and distributes Technology Department information to District staff using various platforms for the purpose of disseminating information regarding the department and the use of district systems.
- Directs requests of technology assistance to proper personnel for the purpose of ensuring district technology needs are met.
- Maintains and monitors equipment inventory for the department and for the end of year capitalized and non-capitalized reports for the purpose of ensuring accuracy of information and complying with policies and regulations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; planning and managing projects; performing advanced, highly complex secretarial duties requiring independent judgement and analysis; growth and flexible mind set; exceptional customer services; and planning, organizing and coordinating office activities and communication.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: oral and written English communication skills; mastery of grammar and punctuation; laws, rules and regulations related to assigned activities; telephone etiquette; supervising the work of others; using tact and good judgement; and compiling and preparing complex reports.

ABILITY is required to schedule a significant 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize 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 group; maintaining confidentiality; meeting deadlines and schedules; working with detailed information; setting priorities; working as part of a team; communicating with diverse groups; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Five years of secretarial experience including one year in an educational environment; college level coursework preferred.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 25

Revised Date