

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Secretary - Maintenance, Operations and Transportation (MOT)
Department: MOT
Reports To: Director of MOT

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under general supervision, handles a diversified array of office-related duties within the Maintenance, Operations and Transportation Department. Assigned duties will vary in scope and may include both confidential and/or specialized responsibilities. In the performance of duties, incumbent will work with parents, vendors, public agencies and district staff. The Transportation Secretary position exercises no supervision when providing instructions, assisting department personnel or in carrying out related functions.

ESSENTIAL DUTIES

GENERAL: Duties may include, but are not limited to the following:

- Performs a variety of complex secretarial/clerical assignments.
- Creates various forms and templates needed by staff.
- Maintains adequate inventory of forms needed within the department.
- Operates a variety of office equipment and related computer software programs.
- Maintains office files and records; checks records and other data for accuracy, completeness and compliance with established requirements.
- Maintains confidentiality when appropriate.
- Prepares periodic reports which involve the compiling of information from various sources and developing proper format.
- Provides technical assistance to staff when requested.
- Composes correspondence.
- Sorts and routes incoming/outgoing district mail.
- Takes notes at department meetings.
- Answers phones and determines the needs of callers, to include administrators, teachers, parents, vendors or public agencies.
- Provides information and refers callers to other sources when appropriate.
- Prepares requisitions for supplies, repairs and equipment purchases.
- Communicates with vendors involving various transactions.
- Maintains professional relationship with vendors.
- Performs other related office duties as assigned.

SPECIALIZED: Specialized duties may include, but are not limited to the following:

- Performs a variety of complex duties involving district transportation department functions.
- Keeps current with California Highway Patrol Passenger Transportation Safety Handbook (82.7).
- Proficiently utilizes electronic vehicle/bus field-trip software program.
- Assists district personnel in resolving electronic vehicle/bus software program issues or problems.
- Assigns vehicles, buses and drivers for field trips.
- Maintains and updates bus driver records in accordance with CA CHP and DOE requirements.
- Informs bus drivers of needed training and certifications.
- Schedules necessary bus driver related appointments.
- Maintains bus driver information boards as required by CA CHP Terminal Inspector.

- Maintains all district vehicle records.
- Maintains CA DMV Pull-Notice Program records regarding all authorized district-vehicle drivers.
- Assists in communicating with administrators, parents, public agencies, district staff and bus drivers concerning bus/vehicle related incidents or situations.
- Assists in serving as a department resource regarding inquiries about transportation services.
- Utilizes two-way radio to communicate instructions to bus drivers in routine or emergency situations.
- Assists with the safe resolution of emergency situations involving school sites, student passengers and bus drivers.
- Assists in preparing accident and injury reports.
- May occasionally transport passengers in district vehicles.
- Regularly updates M.O.T. Director regarding the compliance-status of bus-driver and vehicle records.
- Regularly communicates to M.O.T. Director regarding daily calls or activities concerning M.O.T. department.
- Maintains confidentiality when appropriate.
- Performs other related duties and functions.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, practices, supplies and equipment used in a school district operations and transportation department.
- General office-related computer software programs.
- General office-related record-keeping methods and practices.
- Specialized school bus driver record-keeping methods and practices.
- Specialized transportation-related software programs.
- Proper practice of confidentiality regarding employee records, information or situations.

ABILITY TO:

- Effectively plan and organize work area and assignments.
- Establish and follow good office principles and practices.
- Work independently with limited supervision.
- Consistently complete work assignments in a timely manner.
- Establish and maintain effective working relationships with district staff, vendors and outside organizations.
- Communicate effectively both orally and written in a variety of situations directed to parents, district staff and outside organizations.
- Maintain confidentiality when appropriate.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent.
- 2 years of office related experience.
- Any combination of training or experience, beyond high school, which would achieve the knowledge, skills and abilities listed herein.
- Possession of a valid California Driver's License – Class C

WORKING CONDITIONS

ENVIRONMENT:

- Employee in this position will be required to work indoors in a standard office environment.
- Employee comes into direct contact with students, staff and public.
- Must be able to operate computers, copiers and various office equipment.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods
- Bend at waist, kneel or crouch, climb steps or small ladders, use proper lifting methods to occasionally lift or carry 25lbs, occasionally drive district cars, vans, trucks or pickups.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects important aspects of this job.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.