

JOB DESCRIPTION
Pleasanton Unified School District

FACILITIES/MAINTENANCE/OPERATIONS/TRANSPORTATION SECRETARY

Purpose Statement

The Facilities/Maintenance/Operations/Transportation Secretary performs responsible financial work; maintains a variety of accounting records, evaluates feasibility of services with budget parameters; ensures efficient use of financial resources. Under general supervision, performs a wide variety of clerical and secretarial work, in support of the Facilities/Maintenance/Operations/Transportation Department. The incumbent is required to exercise initiative and independent judgment within standardized departmental procedures, and to act in the absence of the supervisor. Also performs transportation dispatch as needed.

Essential Functions

- Prepares a wide variety of written materials (e.g., procedures, reports, memos, spreadsheets and letters) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Analyzes and processes a wide variety of fiscal information for the purpose of documenting/updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulation.
- . Performs difficult clerical and secretarial work involving the use of considerable independent judgment and an understanding of departmental functions and procedures.
- Acts as receptionist for the department, receives and attempts to resolve complaints through knowledge of departmental policies and general district rules and regulations.
- Independently answers inquiries and supplies information on a wide range of technical program matters for administrators, teachers, staff and the public.
- Receives and routes office correspondence.
- Compiles and posts statistical data for financial records and reports.
- Operates a variety of office machines, including computer, typewriter, adding, and copy machines.
- Operates base station receiver/transmitter to communicate with radio equipped buses and performs transportation dispatch as needed.
- Inventory, maintain and order office supplies.
- Set up and maintain office files.
- Receives work orders and emergency calls from schools and other district sites and routes to maintenance workers in the field.
- Locates and orders parts, material and equipment, for Facilities/Maintenance/Operations/Transportation Department
- Reviews time sheets
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

KNOWLEDGE of accounting/bookkeeping principles; concepts of grammar and punctuation. Ability to routinely gather, collate, and/or classify data; and use basic, job-related equipment. Problem solving with data requires independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include communicating with diverse groups; adapting to changing work priorities; meeting deadlines; and working with detailed information/data.

ABILITY to perform clerical and secretarial work involving use of independent judgment and requiring accuracy and speed; proficiently operate standard office equipment; uses pertinent software applications; prepares and maintains accurate records; and performs accounting procedures. Makes arithmetical calculations with accuracy and speed; sets up and maintains filing systems; maintains records and prepares accurate reports; independently composes correspondence; understands and applies complex policies and rules; coordinates the work of others; understands, carries out, and gives oral and written instruction; maintains cooperative working relationships with those contacted in the course of work.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Salary Grade

Classified 17

Board Approved 6/23/15