

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE AND OPERATIONS ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Director Maintenance and Operations, perform a variety of complex and responsible secretarial and administrative assistant duties for an assigned department; plan, coordinate and organize office activities, flow of communications and information for the department administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities; follow-up on work orders and process department requisitions as assigned; perform a variety of clerical accounting duties as assigned; schedule use of facilities District-wide as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex and responsible secretarial and administrative assistant duties; plan, coordinate and organize office activities, flow of communications and information; ensure smooth and efficient office operations.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive and greet administrators, staff, students, teachers and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures.

Compile information; prepare and maintain a variety of records, logs and reports related to assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Assist with monitoring the completion of work orders as assigned; generate and submit internal work orders according to established procedures; follow-up on pending, on-hold and overdue work orders accordingly.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; process and monitor purchase requisitions and purchase orders; provide Business Office with general account information as assigned.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, contracts and other materials; format materials to meet program and office needs.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; develop spreadsheets, generate various computerized lists and reports as requested; ensure accuracy of input and output data.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Facilitate and schedule use of facilities District-wide for District personnel, the public and various community organizations and perform related duties according to established procedures; process facilities use applications and paperwork; establish and maintain calendars related to facility use; disseminate facility use information to appropriate personnel.

Maintain appointment and activity schedules and calendars; coordinate District-related travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed; attend meetings as directed.

Perform special projects and prepare various forms and reports on behalf of the Director; conduct research and process documents and attend to administrative details on special matters as assigned.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns. Assist in monitoring, scheduling and coordinating with outside agencies to ensure compliance with agency requirements and mandates.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; operate a two-way radio as assigned by the position; monitor inventory levels of office and designated supplies and order materials as needed; drive a vehicle to school or other sites as assigned by the position.

Receive, sort and distribute e-mail and mail; prepare and distribute informational packets as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:

Perform a variety of complex and responsible secretarial and administrative assistant duties.
Plan, coordinate and organize office activities, flow of communications and information for the administrator.
Ensure smooth and efficient office operations.
Learn organizational operations, policies and objectives.
Learn and apply laws, codes, rules, regulations, policies and procedures.
Compose correspondence and written materials independently or from oral instructions.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and four years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Ability to see to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.