

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:** ADMINISTRATIVE ASSISTANT, MAINTENANCE & OPERATIONS

### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance and Operations, performs advance level secretarial duties requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to assist the Director of Maintenance and Operations with administrative matters.

### **REPRESENTATIVE DUTIES:**

- Provide secretarial and administrative duties for the Director of Maintenance and Operations; plan, organize and coordinate activities to assist the Director of Maintenance and Operations with routine matters.
- Interview and screen callers and visitors; provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations; take detailed messages as needed.
- Type a variety of items including reports, communications, requisitions, forms, letters, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- Schedule meetings, conferences, interviews and appointments; create and maintain the office calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
- Review or prepare a variety of materials and documents, including financial documents, invoices and inventory records; order supplies, forms and materials and pick up orders as necessary; assure adequate forms and supplies to support office operations.
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings; prepare and distribute minutes, materials and agendas for appropriate meetings.
- Provide secretarial and clerical assistance to other staff as necessary.
- Maintain a variety of complex personnel records, time sheets, leave slips, lists, files, reports and records, including confidential materials; maintain confidentiality of information and files according to established rules and guidelines.
- Manage maintenance preventative/work request system, assist in management of district safety planning team, schedule field/MUR usage and coordinate custodial coverage as needed.
- Receive, open, sort, distribute and screen incoming mail; independently compose replies according to established procedures.
- Operate computers, applicable software programs and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, typewriter, calculator and other office equipment as assigned.
- Communicate with outside organizations, the public and parents to exchange information, coordinate activities and resolve issues and concerns.
- Communicate with our staff, other schools, consultants, architects, elected officials, government employees and construction representatives.

- Participate on assigned panels; notify other participants of meetings as needed; prepare rooms; take and transcribe minutes as assigned.
- Compile information for federal, State and District reports and special projects as assigned.
- Assist in monitoring of department budgets as assigned; enters financial data into computer.
- Coordinate in-service sessions as assigned; schedule speakers, reserve facilities, arrange for and provide refreshments, copy appropriate materials and evaluate forms.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic practices, policies and procedures for assigned position.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical accounting and record-keeping.
- Record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of various office machines including a computer terminal.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and programs
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, File Maker Pro

### **ABILITY TO:**

- Ability to perform a variety of complex secretarial tasks
- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public and District staff.
- Work confidentially and use appropriate discretion in disseminating information.
- Type at 50 words per minute from clear copy.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level courses in secretarial science or related field and four years of increasingly responsible secretarial experience. Proficient in word processing and database input, preferably Macintosh and minimum typing speed of 50 wpm.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment
- Frequent interruptions

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Lifting items up to twenty-five pounds

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 26.