

Job Description

Los Banos Unified School District

Administrative Secretary (Confidential)

Purpose Statement

The job of Administrative Secretary (Confidential) is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; monitoring assigned activities; and researching and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assigned Administrator

Essential Functions

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates and participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Coordinates a variety of projects, functions and/or program components (e.g. mandatory trainings, volunteer process, facility use, meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Facilitates and monitors a variety of activities on behalf of assigned Administrator (e.g. student review status, regulatory compliance, account balances, work order status, volunteer program, etc.) for the purpose of achieving goals and meeting target dates.
- Prepares a variety of documents (e.g. correspondence, agendas, minutes of negotiating sessions, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Prepares and maintains a wide variety of manual and electronic documents files and records (e.g. vehicle/insurance information, facility fee agreements, volunteer information, legal files, student information/attendance, budget data, employee records, financial records, correspondence, agendas, minutes of negotiating sessions, event programs, bulletins, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Presents information on administrative procedures to site administrators, staff and others (e.g. department/program policies, submission procedures, risk management, budget, testing, etc.) for the purpose of orienting new personnel and/or disseminating information to other district/site personnel and the public.
- Processes a wide variety of documents and materials (e.g. time sheets, workman's comp applications, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials (e.g. nursing supplies, office supplies, custodial supplies, etc.) for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned Administrator(s) in their absences for the purpose of conveying and/or gathering information required for their functions.

- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules a wide variety of activities (e.g. appointments, student/parent/staff meetings, travel reservations and accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator and site staff.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

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 multiple 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 pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

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: business telephone etiquette; concepts of grammar and punctuation; day-to-day school site duties and functions; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to 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 diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following 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 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: College education may be substituted for qualifying experience on a year for year basis.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/8/2017

Salary Grade

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