

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DEPARTMENT SUPPORT SPECIALIST I

DEFINITION:

Under the direction of the assigned Administrator, perform varied and responsible secretarial and administrative assistant duties; plan and organize office activities and coordinate flow of communications and information; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Department Support Specialist I classification is the entry-level classification in the Department Support Specialist series and provides diversified clerical support to an office, requiring an understanding of a process or functional area. The Department Support Specialist II classification performs specialized and complex clerical, budgeting and administrative duties for an organization-wide function, requiring independent judgment and knowledge of designated policies, procedures and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform varied and responsible secretarial and administrative assistant duties to maintain organized and auditable files, records and reports; plan, coordinate and organize District office activities; compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.
- Compose independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, meeting minutes, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs; distribute reports, agendas, applications, contracts, notices, permits, instructional materials, schedules, requisitions, and other related documents.
- Maintain accurate and current record of program income/allocation and/or expenditures by account; prepare budget spreadsheets, invoices and revenue and expenditure reports; coordinate and assist in preparing, checking and processing requisitions and quotes; monitor program and department budgets and financial transactions; reconcile budget activities including appropriations and expenditures transfers; organize and inventory various instructional materials.
- Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor staff attendance and tracking of employee leave; monitor funds for income and expenditures; assist in assuring expenditures to do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.
- 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; process employee pay claims for overtime or extra time; assist staff in providing guidance and direction.
- Receive visitors, including administrators, staff, parents 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.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; ensure accuracy of input and output data.
- Coordinate, schedule and attend a variety of meetings and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for

meetings and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of clerical or secretarial experience involving performing general office tasks and frequent public contact.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- Two years of accounting, bookkeeping, clerical, secretarial or general office procedures, including data entry.
- One year of college course work in secretarial, clerical, bookkeeping, accounting or general office procedures, including data entry.

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.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Ensure smooth and efficient office operations.
- Learn organizational operations, policies and objectives.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete 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.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved:

Unit Approved: 5/10/2002

Board Approved: 5/28/2002

FLSA Status: Non Exempt