

# **RIVER DELTA UNIFIED SCHOOL DISTRICT**

## **MAINTENANCE, OPERATIONS & TRANSPORTATION SECRETARY**



### **DEFINITION**

To perform a variety of secretarial and clerical duties related to the support of the Maintenance, Operations & Transportation Department. Maintain all documents, records, and reports for the department. Create and maintain budget worksheets and reports. Assist the Maintenance, Operations & Transportation Director in completing reports, spreadsheets, and various correspondence, to perform a variety of tasks relative to the assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level will be required to be trained in specialty information related to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Maintenance, Operations & Transportation Director.

### **DUTIES**

#### **Essential Functions:**

1. Provide Secretarial and clerical support for the Maintenance, Operations and Transportation Director. Prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Create and/or complete reports, applications, and other documents for district and other governmental agencies as needed.
3. Research legal written responses as needed to written inquiries by the public or governmental agencies regarding River Delta school sites.
4. Update and maintain physical site plans; collect from sites; file for permanent retention at the District Office.
5. Maintain various schedules and calendars for department and supervisor, schedule appointments, events, meetings; schedule uses of facility; schedule arrangements for custodian setups and clean up for special events and facility use.
6. Prepare and coordinate flow of site personnel travel requests between site and District Office.
7. Create, submit, and maintain board agenda items for board meetings and assure follow up action as required resulting from the board's decisions.
8. Serve as departmental receptionist. Provide assistance to staff members, professionals and consultants, professional and governmental agencies and to the generic public; provide information, make referrals and schedule conference calls and meetings.
9. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
10. Maintain Departmental public bulletin board as required; post legal notices, vacancy notices, board agendas, information bulletins; remove outdated items at least weekly.
11. Maintain funding and expenditure reports for all departmental accounts.

12. Serve as departmental secretary to open, screen, sort all daily departmental incoming mail; develop and generate letters, memoranda and other correspondence as needed.
13. Create departmental purchase orders; maintain funding and expenditures records for all departmental accounts. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
14. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
15. Operate daily a variety of office equipment including a computer, copier, fax, postage meter, etc. and use daily a variety of computer programs, such as databases, spreadsheets, presentations, word processing programs, as well as accessing research and data from the internet in support of the departmental programs.
16. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
17. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
18. Prepare payroll reports for department personnel and provide them to the district office.
19. Perform record-keeping functions on budget reports from the Business Office to submit to the Director.
20. Create, monitor, progress, and maintain files of departmental personnel action forms and vacancy notices submitted through Personnel and Budget Offices.
21. Track employee absences, notify school site Principals and other staff of employee absences, and create weekly absent reports for district office. Reserve substitute employees for absent site personnel in accordance with district procedures.
22. Order parts and schedule services for transportation/maintenance repairs and annual testing for permits.
23. Monitor and maintain licensing of vehicles with the Department of Motor Vehicles.
24. Call and notify parents regarding transportation approvals, declines, or changes.

**Marginal Functions:**

1. Perform miscellaneous clerical functions as needed for the Director of Maintenance and Operations.
2. Perform as primary Back up to the Superintendent's Executive Secretary.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Research and data collection  
 Report preparation techniques  
 Modern office procedures and methods, files management  
 Modern computer equipment and programs (Microsoft Office, Word Excel, and PowerPoint, etc)  
 English usage, Spelling, grammar, and punctuation.  
 Record keeping methods and procedures.  
 General bookkeeping skills  
 Telephone/public business etiquette  
 Bilingual preferred

**Ability to:**

Perform research, collect, and compile information and data.

Maintain confidentiality of work  
Work independently in the absence of supervision  
Communicate effectively, both orally (in person or on phone) and in writing  
Perform mathematical calculations quickly and accurately.  
Operate a variety of modern office equipment including computer equipment, copier, fax, postage meter etc.  
Use Microsoft Office Suite proficiently.  
Master new computer-based office software as required.  
Maintain reliable, punctual, and regular attendance.  
Compose letters, memoranda, and other written documents.  
Type at a speed necessary for successful job performance. Interpret and explain District policies and procedures.  
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.  
Focus on details of work content, work steps, and final work products.  
Display honesty, adherence to principals, personal accountability, and confidentiality.  
Present self as a positive representative of the organization.  
Maintain emotional stability and self-control under pressure, challenge, adversity.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

- Making sound decisions
  - Demonstrating intellectual capabilities
    - Oral Comprehension
    - Oral expression
    - Auditory understanding
    - Memorization
    - Written comprehension
- Maintain effective audio-visual discrimination and perception needed for successful job performance.
- Making observations
  - Communicating with others
  - Reading and writing
  - Operating assigned equipment

**POSITION REQUIREMENTS** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Equivalent to four years of increasingly responsible office experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by further specialized training in any area related to office needs. Bilingual (Spanish) preferred but is not required.

**WORKING CONDITIONS:**

**Environmental Conditions:**

High pressure office environment utilizing a computer.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and a standing position for prolonged periods of time.

**JOB PROFILE:**

Annual Contract: 12 months

Classified Salary Schedule: Range 15

Board Approved: October 10, 2023