
SECRETARY TO THE DIRECTOR OF DISTRICT OPERATIONS

Job Description:

This position is classified as critical in District Policy and serves in a confidential capacity. The Secretary to the Director of District Operations is responsible for all correspondence, files, preparation of reports, and record keeping for food service, transportation, maintenance, grounds and new facilities operations. Under the direction and supervision of the Director of District Operations; coordinates and organizes the staff activities of the District Operations Office; to see that clerical and administrative details are carried out according to the intent of the Director; and to do related work as required.

Qualifications:

Education:	A high school diploma or its equivalent, preferably supplemented by course work or training in office management organization, supervision, and related technical skill areas.
Experience:	At least three years of responsible administrative secretarial, clerical or technical assistant duties, preferably in areas of responsibility associated with district operations.
Knowledge of:	Correct business letter writing and business forms; English grammar, punctuation, spelling; modern office methods and equipment; ability to use computers as word processor and desktop publishing tools. Policies, procedures, and practices of the programs to which assigned; laws and regulations affecting the maintenance of records in the area of assignment.
Ability:	To be responsible for the office functions in support of a District Administrator. Interpret and apply rules, policies, and regulations with good judgement in a variety of situations. Work with minimum supervision; To be pleasant, courteous, cooperative, and tactful in working with others; and expressing concerns about school policies and functions; Handle confidential material with wisdom and discretion, dignity and propriety; Perform responsible clerical work with accuracy and speed; Make arithmetical calculations quickly and accurately; Compile and maintain accurate and complete records and reports; Type accurately from clear copy at a rate of 45 words per minute; Understand and carry out oral and written directions; Operate office and duplicating machines; Compile and maintain accurate records and reports; Understand and carry out oral and written directions; Function efficiently and cheerfully in an environment subject to constant interruption.

Essential Duties:

1. Cordially greet visitors to the District Operations office and assist them expeditiously in their business. Announce visitors to various offices. Make appointments as needed.
2. Courteously answer and direct telephone calls to the appropriate office/person. Sort and distribute mail for the Director and supervisors daily.
3. Manage the transportation schedule, disburse vehicle keys according to transportation schedule and disperse general transportation information and maps.
4. Maintain Bus Stop information for all bus drivers.

5. Prepare monthly transportation reports.

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6. Work with the appropriate supervisors to prepare requisitions for all purchases for food service, maintenance, grounds, transportation, and new facilities.
7. Manage the receiving of goods and inventory for the district.
8. Reconcile food service bank accounts and maintain food service inventory.
9. Prepare Federal & State Meals Reimbursement Claim for review by District Operations Director and Superintendent.
10. Manage TMC vacation schedule; maintain, review and verify TMC timecards.
11. Perform a wide range of office assistance, secretarial, and administrative detail work for the District of District Operations.
12. Compile information for records and reports.
13. Compose correspondence, types reports, documents, letters, forms, and other items, sets up material for meetings and conferences, completing conference request forms when necessary.
14. Maintain inventory of office supplies and program material.
15. Prepare reports required by the Superintendent, Director, Board of Education or government agencies.
16. Monitor financial data and transaction information for account balances.
17. Maintain monetary and equipment records required by funding sources or Director.
18. Looks up historical information in files.
19. Maintain Facilities plan room and plan check out records.
20. Assemble material for District in-service training programs.
21. Monitor information and maintains transaction information for requisitions and purchase order copies.
22. Take and transcribe dictation, including material of a confidential nature.
23. Check data, reports, and records for accuracy.
24. Other assigned duties as defined by District Operations Director and Superintendent.

Special Requirements:

Essential duties require the following physical skills and work requirements.

Enough sight, speech and hearing to converse in person, by radio or on the telephone, operate a computer, prepare reports, take and transcribe dictation, and maintain office supplies.

Enough dexterity and stamina to sit for long periods of time and operate a computer terminal, telephone, and two way radio base station.

The ability to push, pull or lift objects weighing up to 30 pounds.

Immediate Supervisor: Director of District Operations

Assignment: 8 hours per day as determined by the Director of District Operations

Salary: Determined by the Board of Trustees