

VISTA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY I

Purpose Statement

The purpose of an Administrative Secretary I is to perform highly responsible and complex secretarial and administrative support to a department and assigned District administrator; act as liaison for assigned administrator to ensure the efficient operation of the department and support functions; provide information regarding department functions and procedures; coordinate assigned projects and department activities; provide general support.

This job reports to an assigned Director or Cabinet level administrator.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties (e.g., staff, parents, students, general public, etc.) for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Compiles data from a wide variety of sources (e.g., work orders, financial reports, payroll and personnel records, purchase orders, specialized reports, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Maintains a variety of manual and electronic documents, files, and records (e.g., employee and payroll information, budget data, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of assigned administrator for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors department budget account balances and related financial activity (e.g., monitors department and/or program expenditures, budgets, and balances of open purchase orders, codes purchase orders and invoices, processes budget transfers, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Orders and maintains inventory of supplies and materials for the purpose of maintaining availability of required items.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Prepares and processes a variety of manual and electronic documents, forms, and records related to department or program payroll (e.g., reviews employee absence reporting, enters employee and substitute attendance and timesheet information, processes conference attendance requests, etc.) for the purpose of ensuring timely and accurate documentation and complying with established administrative guidelines.

- Prepares and processes a variety of manual and electronic files, forms, documents, reports, records and materials (e.g., travel reimbursements, budget transfers, payroll information, time sheets, work orders, requisitions, purchase orders, conference attendance forms, etc.) for the purpose of disseminating information, documenting activities, providing reference for audit, conveying information, and complying with established administrative requirements.
- Provides administrative support for department and/or in-service meetings (e.g., prepares agendas, compiles data, distributes minutes/reports, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Provides support to district and site staff regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance with district policies and established guidelines.
- Provides work direction to others as assigned for the purpose of ensuring that the projects are completed and within established administrative guidelines.
- Researches assigned topics (e.g., current practices, policies, procedures, laws, etc.) for the purpose of providing information for addressing inquiries and/or resolving issues.
- Responds to a variety of inquiries regarding various District programs, policies, procedures and requirements for the purpose of providing information on behalf of assigned administrator, recommending and/or implementing a plan of action, and/or resolving issues.
- Schedules activities (e.g., events, appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of coordinating department and administrator calendars and making necessary arrangements for assigned administrator and department staff.
- Supports assigned administrative personnel for the purpose of providing support and 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:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information, read and follow instructions; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; and understand complex multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business terminology;
- business telephone and email etiquette;
- community resources;

- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- office equipment and technology;
- principles of accounting and bookkeeping;
- recordkeeping and record retention practices;
- safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly 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 and kneeling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

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

Education: Targeted, job related education with study in job-related area.

Equivalency: Graduation from high school or equivalent supplemented by college coursework in business, office practices, or a related field and three years of responsible secretarial experience.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

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Salary Grade

Classified, Range 55
Confidential, Range 14