



JOB DESCRIPTION

JOB TITLE: **Secretary V (Administrative Leadership & Services)**

Position Type: Classified	Department: Administrative Leadership & Services (ALS)
Salary Schedule: Classified	Reports to: Director of Administrative Leadership & Services
Salary Range: Range 28	Date: October 19, 2016
Term of Employment: 12 months	Approved by: Human Resources
Shift: Day	

POSITION SUMMARY:

Contributes to the efficient operation of the Administrative Leadership & Services.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Performs all secretarial duties for the Director of Administrative Leadership & Services.
- Maintains email, calendar, and schedules appointments for both the Director and Manager of ALS. Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone or in person.
- Assists with setting up and clean-up of ALS professional development activities.
- Provides assistance to Safe Schools, School Operations, Athletics, professional development, and principal evaluation systems.
- Communicates and works with parents and school/district staff in regard to problems that may arise that do not require the attention of the administrator/supervisor.
- Provides back up support to the School Operations and Safety Coordinator in assisting parents and community members with concerns/complaints.
- Attends committee meetings and creates and/or updates safe school handbooks; athletic handbooks, threat assessments materials, administrative management guidelines (AMG's).

- Obtains, gathers, and organizes pertinent data, as needed, and puts into usable form.
- Creates and maintains manual and computerized files.
- Completes travel arrangements and conference registrations for the Director and Manager of Administrative Leadership & Services and other department personnel as requested.
- Maintains a calendar for administrator(s)/supervisor(s) and arranges for conferences with administrators/team members/parents.
- Assists with development of and closely monitors department budgets.
- Coordinates the preparation of administrator professional development, trainings and workshops as directed, including room set-up paperwork, ordering and organizing supplies, materials, copies.
- Assists the School Operations and Safety Coordinator with international student responsibilities including providing information to prospective students and assisting students with the application process.
- Maintains lists of committee members for various special committees and schedules and attends meetings as directed.
- Orders and maintains supplies and materials needed.
- Assists department personnel as necessary; creating requisitions, travel documents, absence requests, summer work addenda.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor(s).
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.

- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- Experience in office records, communications work, and experience using computer software: such as, PowerPoint, Excel, Word, etc.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.