



JOB DESCRIPTION

JOB TITLE: **Secretary V (Data Analysis & Organizational Improvement)**

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| Position Type: Classified | Department: Data Analysis & Organizational Improvement |
| Salary Schedule: Classified | Reports to: Directors of Data Analysis & Organizational Improvement |
| Salary Range: 28 | |
| Term of Employment: 12 months | Date: October 19, 2016 |
| Shift: Day | Approved by: Human Resources |

POSITION SUMMARY:

To contribute to the efficient and effective operations of the department. *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:

- Protects the confidentiality of all persons, records and interactions through the office of the Directors.
- Obtains, gathers, and organizes pertinent data, as needed, and puts into usable form.
- Maintains a schedule of appointments and coordinates professional learning opportunities.
- Assists with the Directors in screening, reviewing and identifying certified applications received for the interview process.
- Maintains and monitors department budget.
- Maintains and orders supplies for department.
- Maintains and monitors AdvancED.
- Coordinates travel arrangements, required paper work and reimbursement.
- Coordinates with the booking of all facilities and catering needed for the department (PreK-12, workshops, conference, meetings, etc.)
- Assists in preparation of PowerPoint presentations for various training opportunities.
- Demonstrates proficiency with Microsoft Excel, Word, and Visio.
- Creates, monitors and/or revises all department process maps.
- Demonstrates proficiency and professionalism in all communication with all staff.
- Gives and receives information requiring considerable judgment and authority regarding department concerns.
- Confers with supervisor to resolve difficult problems or questions, plans action steps to be taken and decisions to be made.
- Directs calls to appropriate staff and takes messages.

- Assists campus administrators and staff with questions relating to Continuous Improvement and district/data campus.
- Carries out research assignments; gathers, compiles data and completes reports.
- Compiles and/or type a variety of forms, reports, documentation and records from various reference sources.
- Creates and maintains manual and computerized files, updating and correcting as necessary.
- Coordinates operational aspects of the department to ensure consistency and efficiency.
- Attends monthly staff meeting and other meetings as assigned.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- 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:

- Ability and desire to provide outstanding customer service.
- 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, detailed oriented and self-motivated.
- Must be able to multi-task with a positive demeanor.
- 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.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATIONS 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 diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

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.