



JOB DESCRIPTION

JOB TITLE: Secretary V (IS&T)

Position Type: Classified	Department: Information Services and Technology
Salary Schedule: Classified	Reports to: Director and Manager of Information Services and Technology
Salary Range: Range 28	Location: Administrative Center
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist the Director and Manager of Information Services and Technology (IS&T) by performing a variety of office work management, records and communication tasks and respecting the importance of maintaining confidentiality in all matters relating to the District.

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:

- Greets visitors and provides customary courtesies and information.
- Assists technical staff, teachers, and administrators with concerns or questions and directs to appropriate person/department.
- Attends meetings as assigned and records minutes and technical instruction/information.
- Posts technical meeting notes on DVUSD support website for IS&T.
- Transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft/dictation.
- Compiles and/or types a variety of forms, reports and records from various reference sources.
- Creates and maintains manual and computerized files, updating and correcting as necessary.
- Assists in maintaining official permanent records.
- Composes correspondence dealing with subject matter that requires judgment or discretion, as assigned.
- Carries out research assignments and gathers and compiles data.
- Develops/creates presentation materials using computer software, as assigned.

- Confers with the Director and Manager exchanging information; receives instruction and guidance.
- Coordinates travel arrangements and required paperwork for the Director and department, as assigned.
- Completes applications, follows-up with required documentation requested by the FCC to acquire E-rate funding for telecom and internal data connections.
- Maintains current quotes for computer items on district intranet.
- Assists administrators, accounting clerks, and other district personnel with ordering of computers and peripherals by obtaining quotes from approved sources.
- Creates billing and tracks journal entries on Web Help Desk tickets for parts, telecom, and miscellaneous purchases from the schools and district departments.
- Works directly with Purchasing, Accounts Payable and other district office departments for procurement, purchasing and payment of technology items.
- Composes and sends out correspondence, district-wide, regarding phone and data system status.
- Orders technology items and white page listings for all new construction.
- Maintains time logs on Kronos, absences (SmartFind Express), green sheets for IS&T office employees, and time-off calendar for all IS&T office employees.

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:

- Must have advanced computer skills.
- Must have the willingness to acquire new and advanced skills necessary for implementing advances in computer software and hardware.
- Possesses skills in work management and work leadership.
- Has general knowledge of office machine operation.
- Must have proofreading skills.
- Demonstrates skill in oral and written communications.
- 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 the 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.

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 diploma or general education degree (GED).
- Advanced technology/computer/word processing (IBM/Mac) (software and hardware) skills required.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- 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.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- 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 moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.