



JOB DESCRIPTION

JOB TITLE: Secretary V (Superintendent’s Office)

Position Type: Classified	Department: Superintendent’s Office
Salary Schedule: Classified	Reports to: Executive Assistant
Salary Range: Range 28	
Term of Employment: 12 months	Date: January 4, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist the Executive Assistant by performing a variety of office work management, records and communication tasks in furtherance of the Superintendent/Governing Board goals, objectives and responsibilities; recognizing 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 parents, teachers, and administrators with concerns or questions and directs to appropriate person/department.
- Answers office telephones, directs callers to appropriate staff members and takes messages as needed.
- Attends Governing Board meetings, Special Board meetings, Staff meetings and Superintendent’s meetings, as assigned. Gives and receives information as required.
- Prepares for all board meetings and other such activities, as assigned by the executive assistant.
- Records and proofreads notes or minutes of proceedings of all Board meetings, Special meetings, and Superintendent’s meetings, as assigned.
- Transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft/dictation.
- Organizes and facilitates meetings for various stakeholder groups (Interfaith Council, PTA’s and, parent groups.
- Assists with the coordination and preparation of special events such as student Advisory Council.
- Coordinates the District’s Trip Reduction Program.

- Assists with the booking of all facilities and catering needed for the department (workshops, seminars, luncheons, meetings, etc.)
- Maintains the Meeting Room Booking System calendar and authorizes Governing Board Room requests.
- Compiles and/or types a variety of forms, reports and records from various reference and data sources.
- Creates and maintains manual and computerized files, updating and correcting as necessary.
- Assists in maintaining official permanent records.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone or in person.
- Composes correspondence dealing with subject matter that requires judgment or discretion, as assigned.
- Carries out research assignments; gathers and compiles data.
- Develops/creates presentation materials using computer software, as assigned.
- Confers with executive assistant exchanging information; receives instruction and guidance.
- Coordinates travel arrangements and required paperwork for Superintendent, Governing Board, and department, as assigned.
- Maintains and monitors department budgets.
- Maintains and orders supplies for department.
- Opens, separates, prioritizes and distributes mail according to a prescribed plan.
- Assists executive assistant with responsibilities to Superintendent and Governing Board.
- Interacts with all schools and departments regarding a variety of issues.
- Communicates and works with parents, students, staff, community, Board members and representatives of government agencies providing general information and customary courtesy.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Completes other job related duties as assigned by the department.
- 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 filing and retrieval skills.
- Demonstrates the ability to use word processing, database and spreadsheet software.
- Demonstrates the ability to use or willingness to learn page layout software.
- Must have data process skills and proofreading skills.

- Demonstrates the ability to transcribe from tape.
- 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 organized with the ability to multitask.
- Must be detail-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 be able to work independently with minimal supervision and/or assistance.
- 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.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

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); **OR**
- One to three months related experience and/or training; **OR**
- Equivalent combination of education and experience.
- Experience in bookkeeping preferred.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

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.