



JOB DESCRIPTION

JOB TITLE: Secretary V (Transportation)

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Director
Salary Range: 28	
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in the Transportation Department by performing a variety of office records and communication work relating to all Transportation functions. Assists management in many areas to facilitate the smooth operation of the Transportation 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:

- Provides and receives information requiring some judgment or discretion regarding current and specific business of work system by computer, telephone or in person.
- Records notes by abbreviated writing from oral dictation or as a recording secretary to group.
- Transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft/dictation, equipment/notes.
- Compiles and prepares various forms, files, reports and records from a variety of reference sources.
- Prepares composition of various reports and communication for all department functions as directed.
- Creates and maintains manual and computerized files.
- Opens, separates, prioritizes and distributes mail according to a prescribed plan.
- Assists with budget preparation and keeps accurate records of expenditures for department.
- Attends staff meetings, gives and receives information as required.
- Routinely and effectively schedules and communicates job assignments for subordinates and self, as may be required; i.e. hourly, daily, weekly, monthly or annually, for efficient office management.

MARGINAL DUTIES:

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

SUPERVISORY RESPONSIBILITY:

- Directly supervises 1-2 employees in the Transportation office.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 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 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.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports, correspondence and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, 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.
- Must have typing, data processing and proof reading skills.
- Must have inter-personal relations skills.

- Supervisory/management skills preferred.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

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 month 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.
- The employee 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 moderate.

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.