



JOB DESCRIPTION

JOB TITLE: **Secretary V (Community Education)**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Director of Community Education
Salary Range: Range 28	
Term of Employment: 12 months	Date: July 1, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operation of the Community Education Division by performing a variety of office duties, maintaining records and communication tasks while respecting the importance of 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:

- Kronos/AESOP Editor for approximately 180 employees, provides on-going information to director regarding attendance matters.
- Scheduling of appointments, professional development dates as directed.
- Conducts reference checks, schedules interviews, submits recommendations for hire, and makes changes to FTE's, as directed.
- Assists with the development of and closely monitors department budgets.
- Maintains required forms and records as assigned by the Director.
- Obtains, gathers, and organizes pertinent data, as needed, and puts into usable form.
- Confers with Director presenting and resolving problems or questions, discussing plans or actions to be taken, making decisions.
- Provides assistance to Director as requested in matters relating to employees.
- Records notes from oral dictation or as a recording secretary to a group; transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft; composes correspondence as directed.

- Assists the Community Education Department by screening, directing telephone calls and add pre-recorded messages for hours/days the office is closed for various reasons.
- Assists the Community Education Department by preparing various reports, typing communications, scheduling appointments, maintaining calendars, and preparing training materials and other packets, as needed.
- Assists administrators and staff with concerns or questions and directs to appropriate person/department.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of work system by computer, telephone or in person.
- Maintains and updates Community Education information and documents on DV websites & Social Media.
- Tracks and maintains current job descriptions for all Community Education positions.
- Demonstrates teamwork through attitude and activities.
- Routinely and effectively schedules and communicates job assignments for subordinates and self as required for efficient office management.
- Completes surveys, as requested.
- Assists with creating and/or updating Community Education parent handbooks, fliers, and publications.
- Updates and maintains program/student enrollment/attendance reports for the Department.
- Processes conference registrations and reservations.

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 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.
- 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 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).
- One to three months related experience and/or training; or
- Equivalent combination of education and experience.
- Experience as an educational secretary preferred.
- Experience with Activenet, Eleyo, and SchoolDude preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or 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 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.