

Secretary V

Purpose Statement

The job of Secretary V is done for the purpose/s of providing administrative and secretarial support to the Administrator/Director; coordinating activities of assigned administrative personnel; monitoring assigned activities; and providing information, recommendations and direction as requested by assigned administrator.

This job reports to Administrator/Director

Essential Functions

- Assists Assistant Director of Transportation (e.g. supervision, recruiting, interviewing and recommending employment of District bus monitors, etc.) for the purpose of ensuring implementation of primary Transportation functions.
- Assists Assistant Director of Transportation (e.g. management of student bus rider discipline policies, etc.) for the purpose of ensuring safety for all student bus riders.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. employee time clock system, personnel records including bus driver driving records, random drug/alcohol screening, office support functions including assistance in training of secretarial staff, clerical work assignments, annual performance evaluations, etc.) for the purpose of completing department processes and delivering services in a timely fashion.
- Maintains and composes a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, memorandums, correspondence, statistical data, BPS Transportation website, master list of field and athletic/activity trips, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, grants, bus driver education program, bus rider education program, etc.) for the purpose of achieving department goals for safety and effective bus transport.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. special bussing updates, contractual agreements, staff development sessions, etc.) for the purpose of providing and receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of documents (e.g. purchase orders, information requests, budget reconciliation, transportation procedures, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Represents assigned Administrator in their absence for the purpose of conveying and gathering information required for administrative functions.
- Researches a variety of topics (e.g. current practices, policies, transportation updates, education codes, etc.) for the purpose of providing information and recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties including requests for confidential information (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.

- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations for field trips/ athletics, etc.) for the purpose of making necessary arrangements for District activities.
- Serves as a liaison (e.g. for school administration, staff, students, parents, other District schools, District office personnel, community, etc.) for the purpose of disseminating information courteously, efficiently, accurately, in compliance with administrative guidelines and/or regulatory requirements.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

SM

