

## Gridley Unified School District Job Description

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<b>JOB TITLE: ADMINISTRATIVE SECRETARY</b>	<b>DIVISION:</b>	Confidential
<b>SALARY LEVEL: XIV</b>	<b>DEPARTMENT:</b>	District Office
<b>LOCATION: District Office</b>	<b>WORK YEAR:</b>	12 Mos.
<b>REPORTS TO: District Superintendent</b>	<b>BOARD APPROVED:</b>	April 6, 2022

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**Summary:** The Administrative Secretary serves as secretary to the District Superintendent, Governing Board and District Office Management using advanced secretarial, fiscal and computer skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares and/or coordinates the preparation and distribution of public agendas for the meetings of the Governing Board; supervises the arrangements for meetings and distributes board meeting packets.
- Gathers agenda items from Superintendent, administrators and other management staff; supervises the development of the board agenda and annotations.
- Serves as recording secretary at Board meetings; take notes and prepares the official minutes for appropriate review and distribution; maintains official minutes of Board meetings; obtains Board signatures on documents as needed, and follow-up on actions taken by Board.
- Maintains the Superintendent's calendar, and serves as Secretary to the Superintendent at various committee meetings.
- Manages, organizes and maintain schedules, appointments, meetings, and travel arrangements for the Superintendent and Board members, including fiscal accounts and documents.
- Manages, researches, and organizes Board Policies and Administrative Regulations while complying with Education Code and Title V Administrative Regulations, and provide information regarding District and Board policies, procedures and requirements when requested
- Prepares paperwork for Student Expulsion Hearings, attends hearings, and completes follow-up correspondence as assigned
- Processes all Inter-district Attendance Requests.
- Prepares and maintains the district school year calendar and employee work calendars approved by the Board in various systems and documents
- Oversees and/or maintains a variety of official District files, including but not limited to student records, policies and procedures, and personnel files
- Maintains various district employee databases, systems and software, including but not limited to substitute and absence tracking systems, financial and payroll systems, and other related systems
- Manage substitute calling system/employee absence reporting system to include entering/updating absences from District Absence Line, maintaining accurate information in the system, substitute profile creation, answering questions from the sites regarding the system and other necessary functions in relation to the system
- Assist in finding appropriate substitutes for employees on extended leaves or in differential pay status
- Updates and maintains the district website as needed, including but not limited to posting board agendas, posting necessary notices and updating Superintendent, Board and District information
- Assists Management negotiations team in various preparation for negotiations with classified and certificated bargaining units; updates and distributes collective bargaining agreements based on tentative agreements.
- Sorts, processes and distributes District Office mail and notices to employees and sites
- Prepares routine reports, databases and spreadsheets.
- Receives and transcribes highly confidential dictation.

- Manages, organizes and processes district office and district-wide orders and all Amazon orders following district purchase ordering procedures and systems
- Performs and handles routine administrative tasks and projects for the Superintendent and District Office Management
- Answers and routes phone calls; screens visitor telephone calls and communications for the Superintendent and District Office Management
- Assists in recruitment process including but not limited to preparing and distributing substitute recruitment postings, updating applicable systems with recruitment information, scheduling interviews and preparation for interviews
- Communicates with students' families, community agencies and other district employees regarding a variety of related issues
- Maintains a cooperative working relationship with administrative, certificated and classified employees.
- Performs other duties similar to the above in scope and function as required and/or as assigned.

**KNOWLEDGE AND ABILITIES:**

- Principles, methods and procedures of operating computers and peripheral equipment
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Modern office methods, practices, procedures, and equipment.
- Skill to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; adhering to safety practices; preparing and maintaining accurate records, common personnel practices and using pertinent software applications.

**ABILITY TO:**

- Schedule activities, meetings, and/or events and gather, collate, and/or classify data
- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods.
- Make mathematical calculations quickly and accurately; manipulate data in applicable programs
- Perform a variety of specialized duties to assure proper operation of assigned computer systems
- Provide training and assistance to system users concerning system operations, software applications and malfunctions related to the assigned databases and systems.
- Provide effective and efficient storage, retrieval, customization and reporting of information
- Learn, interpret, apply and explain applicable laws, codes, regulations, policies and procedures
- Learn department and program policies and objectives
- Modify existing programs and procedures to improve reporting and record maintenance
- Communicate effectively both orally and in writing
- Apply interpersonal skills using tact, patience and courtesy; establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action using discretion and confidentiality when appropriate
- Type or input data accurately and according to project timelines
- Work independently with little direction
- Plan and prioritize work to meet schedules and timelines

**QUALIFICATION REQUIREMENTS:** 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. This job requires flexible work schedule due to regularly schedule evening events.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 5 years secretarial/administrative experience, or equivalent combination of education and experience. Experience in a school setting is strongly preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** 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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Typing Certificate 50 WPM net. California Driver's License required by the first day of service.

**OTHER SKILLS AND ABILITIES:** Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.