

JOB DESCRIPTION
Nogales Unified School District #1

SECRETARY TO ASSISTANT SUPERINTENDENT

Purpose Statement:

The job of SECRETARY TO ASSISTANT SUPERINTENDENT is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; communicating information on behalf of administrator to school and district staff, other districts, public agencies, etc.; ensuring compliance of department/program activities with financial, legal and administrative requirements; and acting as liaison between the Administrator and other parties, providing information, addressing issues and/or providing general support.

This job reports to ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION AND ACADEMIC

Functions

- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes documents (e.g. standardized correspondence, bulletins, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g. task assignments, meetings, site in-service day activities, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Orients new site personnel regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into site operations.
- Oversees workload of department for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, interpersonal skills, operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, record keeping, using pertinent software applications (MS Word, Excel), verbal and written communication skills.

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 required to satisfactorily perform the functions of the job includes: administrative and secretarial experience (5 years), bilingual (english/spanish) helpful, business telephone etiquette, computer operation/skills, concepts of grammar and punctuation, excel software program, office methods and procedures, pertinent codes, policies, regulations and/or laws, standard office software, working knowledge of school system

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, 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 limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, establishing effective relationships maintaining confidentiality, meeting deadlines and schedules setting priorities, working with detailed information/data, working with flexible work sch-overtime may be required, working with frequent interruptions.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; 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 within specialized field is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 8

Job description available upon request