

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

## JOB DESCRIPTION

### POSITION

ADMINISTRATIVE SECRETARY - EXPANDED LEARNING

### DEFINITION OF POSITION

Serve as Administrative Secretary for the Expanded Learning Department (ELOP). Under general direction, to perform highly skilled and responsible secretarial work in the operation of a District division and relieve the supervisor of a wide variety of office and routine administrative duties by planning, organizing, supervising, and participating in the clerical operations related to the supervisor's assigned responsibility; to serve as an office management aide to the official; and to do related work as required. Understands and works effectively with people from different cultures and backgrounds.

### EXAMPLES OF DUTIES

- Serves as personal secretary.
- Prepares report drafts by finding, assembling, and summarizing information and data.
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs, or directives.
- Assists in coordinating communications with other District work stations.
- Handles routine office duties in the absence of the supervisor.
- Independently maintains or supervises the maintenance of important records.
- Operates a variety of office machines.
- Maintains budgets for the Expanded Learning Department.
- Process purchase orders and process invoices for payment.
- Process Expanded Learning enrollment registrations.
- Create and maintain class and program schedules and rosters.
- Independently compose routine correspondence, announcements and other documents from general oral and written instructions; proofread and revise all written materials.
- Ensure that all announcements, notices, correspondence and related documents are assembled, mailed, posted and distributed in an appropriate and timely manner.
- Courteously answer telephone calls and provide excellent customer service to all callers.
- Receives complaints and takes appropriate steps to see that they are adjusted.
- Respond appropriately to written and oral requests for information, materials and assistance from students, staff members, business, community and agency representatives.
- Courteously and professionally, greet and direct all guests and visitors having business with the department.
- Order, receive, store and issue equipment, supplies and other materials for all ELOP related programs, meetings, and events.
- Establish and maintain systematic files of forms, correspondence, reports, records and other documents, ensuring all files, records and documents requiring cumulative information are updated appropriately.

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

- Establish and maintain a calendar of meetings, events, appointments and deadlines.
- Reserve and prepare rooms and make arrangements for on site meetings and conferences.
- Coordinate and schedule facilities and transportation for ELOP events.
- Periodically run errands locally as directed by supervisors to conduct District business.
- Other related duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### *Knowledge of:*

- School district policies, regulations, and procedures
- Modern office practices, procedures and equipment and telephone techniques and etiquette
- Thorough knowledge of proper English usage, spelling, vocabulary, grammar, and punctuation
- Mathematical skills sufficient to compute budget amounts and monitor budget activity
- Working knowledge of the operating characteristics of common office equipment including personal computers and office productivity software, copiers, facsimile machines, etc.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios
- Safe work practices

### *Ability to:*

- Perform difficult and responsible clerical work with speed and accuracy
- Analyze situations and make decisions in procedural matters without immediate supervision
- Prepare and maintain accurate and complete records and reports
- Compose correspondence independently
- Type or keyboard at a speed not less than 60 words per minute accurately and neatly
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness and firmness
- Establish and maintain cooperative working relationships
- Use word processing, spreadsheet, and database software programs
- Work in a positive manner with students, families, and staff members, while exhibiting patience and compassion
- Ability to speak Spanish highly desirable

## **EXPERIENCE/ EDUCATION**

- Broad and increasingly responsible secretarial or clerical experience, preferably school related.
- Education equivalent to completion of twelfth grade, preferably supplemented by additional secretarial training.

## **PHYSICAL ABILITIES**

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

common office equipment

- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

## **WORK ENVIRONMENT**

Work is performed in an office environment with minimal exposure to health and safety considerations

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Ability to drive to multiple locations

BOT 7/19/2023