

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Secretary to the Program Director/Manager

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Director/Manager

**RANGE:** 290

**WORK YEAR:** 12 Months

**CLASS:** Administrative Support

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under general supervision, to assist in the operations of the assigned program and perform a variety of responsible administrative, secretarial, clerical, and receptionist duties, and respond to inquiries from students, parents, staff, and the general public; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by contributing to the functional operation of the District office and, in turn, its ability to support school sites in providing a systematic quality education for all children.

**SUPERVISION OVER:** Not Applicable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Assists the Director/Manager, Program Office Manager, and administrative personnel in the performance of their functions and responsibilities.
- Establishes and maintains a wide variety of manual and electronic filing systems and required records (e.g. student/employee information, budget data, financial records, etc.).
- Using a computer prepares and distributes a variety of documents and publications (e.g. agendas, minutes, newsletters, bulletins, reports, etc.) for staff, students, and parents.
- Gathers, prepares, and reviews a variety of data.
- Stores, inventories, and distributes supplies, equipment, and other materials; may requisition supplies under direction of the Director/Manager.
- Conducts routine clerical duties including but not limited to, composing and sending correspondence, scheduling meetings/appointments, compiling reports, sorting/distributing mail, operating standard office machines, filing documents, answering/screening/directing telephone calls, etc.
- Greets and provides assistance, information, and materials to visitors, parents, students and the public regarding District programs and policies, referring the most complex inquiries to the appropriate administrator.
- Assists with preparation for and implementation of program events.
- Contacts vendors, service providers, and outside agencies to make inquiries, arrange trainings, schedule deliveries or services, etc. under direction of the Director/Manager.
- Drives a vehicle to visit sites and conduct program-specific responsibilities (i.e. post mandated notifications, monitor/inspect systems and devices, etc.).
- May assist Director/Manager or Program Office Coordinator with financial activities.
- May assist Program Office Coordinator with scheduling classified substitutes.
- May maintain the program calendar, scheduling appointments and events with discretion for time committed.
- May be required to attend evening meetings and events.

- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Advanced education and/or courses in business practice, English, human relations, and computers desirable.
- One year experience in clerical/office work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License, insurable status by the District's carrier, and the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF\*:**

- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Basic mathematical skills.
- Computer procedures, software, and applications.

**ABILITY TO\*:**

- Operate a computer to input, update, and access a variety of records, information, and data.
- Operate a computer to generate queries, reports, lists, and summaries.
- Use District software such as the student information system (Aeries).
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, programs, mission, and vision.
- Establish priorities to plan and schedule work.
- Compose correspondence, operate standard office machines, and develop/maintain organizational systems.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

## **WORKING CONDITIONS:**

### **PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in vehicle traveling to job assignments; outdoor environment on campus in variable weather conditions.