



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Bond Program Secretary</b>
<b>REPORTS TO:</b>	Chief Facilities Officer
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	16.0
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	District Office/Construction Office
<b>BOARD APPROVAL:</b>	4/20/2016

### DEFINITION

Under general supervision, to assist the Chief Facilities Officer in the administration of the District bond and construction program by performing a variety of complex and responsible secretarial and routine administrative support functions; may provide direction to other clerical staff; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an advanced level Secretary. Incumbent reports to the Chief Facilities Officer and exercise considerable independent judgment in the performance of difficult and responsible secretarial work, and assist in performing administrative and non-routine work, normally with responsible and sensitive contacts with district staff, contractors, architects and engineers/professional consultants. This class requires in-depth knowledge of operations and administrative procedures as well as a high level of secretarial skills.

### EXAMPLES OF DUTIES

- May prepare, monitor, and follow-up on invoices, purchase orders, requisitions and related financial documents;
- Maintains files, journals, ledgers and worksheets to provide full documentation for fiscal recordkeeping systems;
- Performs a variety of secretarial, clerical and/or administrative support functions not requiring the immediate attention of the Chief Facilities Officer, to facilitate the District's successful bond and construction operations;
- Screens incoming information, prioritizing and arranging materials and noting necessary actions taken or recommended; screens and accommodates or refers visitors and callers, interpreting their requests and providing information and assistance related to the bond and construction program;
- Composes and types/word processes correspondence, memoranda, contracts, notices to proceed and various other documents from general instructions or dictation; including all pre-qualification materials;
- Schedules meetings and maintains appointment calendars; makes all necessary meeting arrangements; compiles information and prepares agendas, materials, and/or

- Researches, gathers and summarizes information from a variety of sources to prepare a variety of materials such as but not limited to financial and construction reports, presentation materials, official records, budgets and financial documents;
- Receives, reviews, and processes documents, records, forms, and transactions to ensure accuracy, completeness, and conformance to applicable policies, procedures and regulations;
- Maintains and prepares records, reports and confidential files related to the bond program;
- Establishes and maintains a variety of administrative and confidential files and records;
- May assist other staff in the performance of clerical/secretarial support duties for daily operations;
- May direct and coordinate the work of temporary workers and/or other clerical staff;
- Operates varied office equipment, orders supplies, and performs related clerical duties in support of bond operations;
- Other duties related to the operation and support of the bond program

## QUALIFICATIONS

### Knowledge of:

Proper office methods and practices, including correspondence, recordkeeping, telephone and secretarial techniques, filing systems, and operation of common office equipment and computer hardware and software.

Working knowledge of school District functions, operations, and administration, including applicable laws and regulations.

Proper English usage, grammar, punctuation, vocabulary and spelling.

Working knowledge of Proxient, Financial 2000, and Microsoft Project.

### Skill in:

Working independently and using sound judgment within scope of authority.

Interacting effectively with architects, consultants, contractors, vendors and district staff.

Accurately taking and transcribing notes/dictation and typing/word processing at a rate of 50 words per minute.

Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.

Clearly and correctly writing, reading and speaking in English.

Analyzing situations and taking appropriate and effective actions.

Performing complex clerical and administrative work and operating office equipment and computers.

Coordinating multiple activities and details under pressure from time, people or situations.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, and two years of increasingly responsible clerical/secretarial experience, at least one year of which was equivalent to the work of a School or District Secretary.

#### **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

#### **OTHER REQUIREMENTS**

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Some positions may require the ability to speak, read and write in a language other than English.