

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT-MAINTENANCE, OPERATIONS & TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation (MOT), perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications related to District transportation, maintenance and custodial activities; coordinate and arrange vehicle routes and schedules; dispatch District vehicles.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications related to transportation, maintenance and custodial activities; coordinate, process and distribute work orders; assure smooth office operations.

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms and applications related to transportation activities and assigned functions; duplicate and distribute materials as needed.

Assure timely communications between the office, parents and District employees; initiate phone calls to receive and transmit information; resolve issues as appropriate; refer difficult situations to the administrator.

Coordinate and arrange vehicle routes and schedules according to established time lines and procedures; adjust routes and schedules in response to new and outgoing students; notify drivers of route changes; prepare related paperwork; calculate transportation costs as directed.

Dispatch District vehicles including cars, vans and buses; contact substitute drivers as necessary; arrange vehicles and schedule drivers for field trips as needed; coordinate athletic trips; organize response to transportation problems including breakdowns, ill and lost students, late trips, lost items and road construction.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

Receive, screen and route telephone calls; take and relay messages as appropriate; serve as a resource to others concerning policies and procedures.

Input route changes, mileage and other data into an assigned computer system; generate a variety of mandated and requested computerized reports according to established time lines.

Compose, independently or from note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, flyers, brochures, legal documents, memoranda, bulletins and other materials; review and proofread a variety of documents.

Maintain a variety of records related to financial activity, student information, personnel, mileage, field trips, schedules, routes, attendance, work orders and assigned duties; establish and maintain filing systems.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take and transcribe minutes as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; operate a two-way radio; drive a vehicle to conduct work.

Monitor inventory levels of Department supplies and materials; order, receive and maintain inventory of Department supplies and materials.

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

Prepare and submit monthly payroll information according to established procedures and time lines; process documents related to attendance, overtime and substitute time sheets.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of transportation, maintenance and custodial activities.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, policies and objectives.

Record-keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

ABILITY TO:

Perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications related to District transportation, maintenance and custodial activities.
Coordinate and arrange vehicle routes and schedules.
Dispatch District vehicles.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Compose correspondence and written materials independently or from oral instructions.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints or problems.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Type or input data at 60 words per minute from clear copy.
Operate a variety of office equipment including a computer and assigned software.
Maintain a variety of records and files.
Meet schedules and time lines.
Plan and organize work.
Prioritize and schedule work.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or a related field and four years of increasingly responsible secretarial or clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.