

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION AND OPERATIONS SECRETARY

BASIC FUNCTION:

Under the direction of the assigned Directors of Maintenance and Operations, perform a variety of responsible and technical secretarial duties in support of the Construction and Operations Departments; provide work direction and guidance to other clerical personnel as assigned.

REPRESENTATIVE DUTIES:

Serve as secretary to the Directors of Construction and Operations; plan, organize and coordinate office activities to assist the administrators.

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of construction and operations programs according to established guidelines.

Compose correspondence either independently or from oral instruction; prepare letters, memos and forms, requesting or providing information and letters dealing with school or District information.

Prepare, type and duplicate a variety of items, issue purchase orders involved in the purchasing of materials for the Construction and Operations departments, communicate with vendors as needed, type a variety of materials such as purchase orders, reports, correspondence, quotations and other purchasing forms and materials; post information from purchase orders and stock requisitions to work orders to provide a complete record of work performed and monies spent.

Assist in communicating to others regarding meetings, appointments, activities or announcements; make appointments, schedule meetings or conferences, arrange interviews for supervisors and others; coordinate meetings, conferences and workshops as assigned including assembling, typing and duplicating materials.

Perform technical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations;

Communicate with other federal, state and local agencies, vendors or departments to provide or obtain a wide variety of information and resolve discrepancies.

Receive information from schools and District offices regarding construction and operations problems; prioritize, route to the proper personnel, or take appropriate action. Collect and account for fees and other monies received, including but not limited to developer fees, and collection of deposits for bid specification packages; monitor office or program budget according to established guidelines; type requisitions and process invoices according to established procedures.

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order and inventory supplies and materials as assigned.

Ensure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

In the absence of the Secretary to the Director of Building Services, prepare and process the payroll for construction and operations personnel; maintain records regarding vacation requests and absences; request or assign substitute personnel to cover absences in the Construction and Operations Department as needed.

Train and provide work direction and guidance to student assistants and other clerical personnel as assigned.

Operate a variety of office machines such as typewriter, calculator, copy machine, word-processing and computer hardware and software, and communications equipment.

Receive, screen and route mail.

Maintain confidentiality of a variety of sensitive materials and information.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an administrative office.

General knowledge of the functions of the various Construction and Operations trades.

Receptionist and telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Appropriate terminology of assigned function.

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

District organization, operations, policies and objectives related to assigned function.

Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic research techniques.
City/District emergency disaster plan and procedures.

ABILITY TO:

Perform responsible and complex technical clerical work involving independent judgment and requiring accuracy and speed.
Establish and implement revised office procedures as needed and according to established guidelines.
Understand and follow rules and written directions and apply specific situations.
Compose correspondence independently.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Perform research.
Perform duties effectively with many demands on time and constant interruptions.
Plan and organize work.
Train and provide work direction to others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Type at 50 words net per minute from clear copy.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Operate a variety of office machines such as typewriter, computer hardware/software, adding machine, calculator, copy machine, word processor and communications equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business courses and two years increasingly responsible clerical experience, and experience with computer hardware and software.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

District office environment.

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