

**Central Valley School District  
Job Description #816**

**TITLE**           **Central Office Secretary to Director of Facilities and Operations**

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**GENERAL SUMMARY**

The Secretary to the Director of Facilities and Operations performs a wide variety of tasks to assure the smooth, accurate, and efficient operation of the office. S/he coordinates the overall secretarial functions of the office to best serve Central Valley School District staff and community.

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**ESSENTIAL JOB FUNCTIONS**

1. Is responsible for the efficient operation of the office.
2. Composes and word processes accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, evaluations, presentations, web documents, etc.
3. Responds to inquiries from the public in a cordial, courteous manner; answers the telephone; relays messages; schedules appointments.
4. Maintains calendar and arranges appointments, meetings and travel as requested by the director.
5. Completes annual equipment inventory including data entry.
6. Prepares required state and district reports, etc., as requested.
7. Assigns keys and security codes as directed and maintains the appropriate records.
8. Assigns custodial substitutes as needed.
9. Processes facility use requests.
10. Assist in preparation of materials for workshops and inservices.
11. Maintain office files as required.
12. Maintains confidentiality as required by the position.
13. Performs other duties as assigned.

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**REPORTING RELATIONSHIPS**

This position reports to the Director of Auxiliary Services

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**MENTAL DEMANDS**

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals. Ability to multi-task.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and other technology equipment.

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**QUALIFICATIONS**

1. Demonstrated skill in word processing and desktop publishing.
2. Demonstrated skill in the operation of district standard computer hardware and software.
3. Knowledge of and ability to use office machines; i.e. computer, scanner, collator, laminator, etc.
4. Demonstrated ability to type/keyboard at least 55 wpm.
5. Ability to compute mathematical and statistical data; basic knowledge of bookkeeping skills.
6. Excellent skills in oral and written communication.
7. Excellent organizational and filing skills.
8. Excellent public relations skills.
9. Demonstrated ability to multi-task and be flexible in the workplace.
10. Willingness to assist other department staff as appropriate.
11. Demonstrated ability to work independently.
12. Demonstrated skill in completing state and federal reporting requirements.
13. Experience in the use of the Internet for research assignments.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 06/88  
Revised 07/01  
Revised 05/03  
Revised 10/04  
Revised 12/04  
Revised 8/08