

## Administrative Assistant - Operations Center

### Purpose Statement

The job of Administrative Assistant - Operations Center is done for the purpose/s of providing support within the student transportation services area, food service and purchasing/receiving of goods; providing a wide variety of complex and confidential administrative and secretarial support; communicating information to staff and parents; ensuring efficient operation of support functions, providing information, addressing issues and/or providing general support, and coordinating assigned projects.

This job reports to Business Manager

### Essential Functions

- Collaborates with parents and staff (e.g. routes, attendance, free and reduced, Power School, lunch program, etc.) for the purpose of serving the needs of the students, parents, and staff.
- Compiles a variety of data (e.g. free and reduced reports, lunch reports, purchase orders, Power School, transportation reports, etc.) for the purpose of conveying information and complying with mandated requirements.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, travel, trips, accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely manner.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Informs school personnel and parents of practices (e.g. rules, regulations, laws, etc.) for the purpose of providing information for their follow-up action.
- Maintains files and records (e.g. Power School, lunch program, purchase orders, accounts receivable, etc.) for the purpose of prioritizing routine maintenance, minimizing vehicle damage, and/or avoiding service disruptions.
- Operates two-way radio for the purpose of communicating with route bus drivers during transit times.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general clerical functions (e.g. scheduling, copying, faxing, answering telephone, greeting, sorting mail, etc.) for the purpose of supporting District operations and providing updated information.
- Processes a variety of materials (e.g. free and reduced lunch reports, on-line registration, lunch tickets, vouchers, bills, trip schedule, accounts receivable, purchase orders, checking-in items, etc.) for the purpose of updating and distributing information, authorizing action and/or complying with mandated requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Researches discrepancies in purchase orders for the purpose of documenting and ensuring the accuracy of items received.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing the necessary information regarding transportation, food service, and/or receiving of goods and services.

- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating two way radio; operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; and preparing and maintaining accurate records; operating job related equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent department policies and procedures; office practices and procedures; and concepts of grammar and punctuation; codes/laws/rules/regulations/policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; ; setting priorities; working with detailed information/data; and working with frequent interruptions; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; taking initiative; working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

**Continuing Educ. / Training**

Annual training in Sexual harassment, Blood borne Pathogens, Bully Prevention and Confidentiality

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**