

# Desert Sands Unified School District

## Administrative Specialist

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### DESERT SANDS UNIFIED SCHOOL DISTRICT

#### Office of Classified Personnel Services

**Classification:** ADMINISTRATIVE SPECIALIST      **Salary Range:** 77

**Employment Category:** Classified Bargaining Unit      **FLSA Designation:** NonExempt

#### Job Summary:

Under direction, organizes, coordinates, schedules, performs and oversees office functions involving complex and diverse activities; serves as secretary to the Principal or assigned administrator, coordinating communication between administrators, District and site personnel, parents, students and the general public.

#### Essential Job Functions:

- **Assists** administrative personnel, the community, outside agencies, etc. for the purpose of providing support and backup for their assignments; coordinating activities; and, repair and maintenance of equipment.
  
- **Assists** site administrators and other appropriate site staff in the preparation and expenditure of site budget for the purpose of providing information and support.

- **Composes** materials and documents (e.g. letters, memos, fliers, newsletters, calendars, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- **Coordinates** and monitors assigned activities and/or program components (e.g. budgets, and financial data, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Evaluates** situations involving staff, parents, the public and confidential and sensitive events for the purpose of taking appropriate action and/or directing to appropriate personnel.
- **Handles** and reconciles funds (e.g. petty cash, abatements, conferences, school site council, boosters, School to Career, Tech Prep, Carl Perkins, etc.) for the purpose of recording and reconciling expenses; and ensuring compliance with district financial and legal requirements.
- **Interacts** closely with site administration and other District personnel for the purpose of monitoring and maintaining budgetary information and fiscal transactions.
- **Maintains** files and records (e.g. personnel files, confidential files, staff attendance, site budget, site inventory, key control, etc.) for the purpose of ensuring accuracy and availability of required information.

- **Monitors** security radio, students and special needs, requisitions & payments, attendance of staff and substitutes for the purpose of ensuring efficiency of office and compliance with appropriate requirements; and, providing direction and taking appropriate action as may be required.
- **Oversees** staff for the purpose of providing orientation to job assignments, guidance and direction to support staff as assigned, assuring accuracy, maximizing the efficiency of the workforce and meeting operational requirements.
- **Processes** materials, documents and reports (e.g. mail, agendas, requisitions, conference requests, supply distribution, employee evaluations, student registrations, health records and cums, etc.) for the purpose of disseminating to appropriate parties and ensuring documentation and accuracy of required information.
- **Responds** independently to inquiries of staff, public and/or students, etc. for the purpose of providing information and/or direction.
- **Supports** assigned administrative personnel for the purpose of assisting them with their job functions of maintaining overall site operations.

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Other Job Functions:

- **Administers** first aid and assists with medication for the purpose of meeting health care needs.
  
- **Attends** meetings as needed (e.g. committees, conferences, workshops, etc.) for the purpose of conveying and/or gathering information or obtaining training required to perform functions.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Ability to operate standard office equipment. Ability to utilize pertinent software applications. Ability to perform standard clerical and secretarial procedures. Ability to perform standard bookkeeping/accounting procedures. Ability to communicate with persons of varied cultural and educational backgrounds. Ability to perform basic first aid and health care. Ability to plan and manage projects and make administrative decisions. Ability to prepare and maintain accurate records.
  
- **Physical Requirements:** The Office of Classified Personnel Services embraces the Americans with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.
  
- **Training & Education Required:** Associate of Arts Degree or equivalent and three (3) years increasingly responsible clerical and/or secretarial experience; OR, six (5) years increasingly responsible clerical and/or secretarial experience.
  
- **Licenses, Certifications and Testing Required:**
  - Must possess or have the ability to obtain a valid First Aid Certificate within 90 days after initiation of employment.

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Written examination.
- Typing examination at 55 net words per minute from clear copy.  
Salary Modification: 07/01/00

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