

**CARMEL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION - CLASSIFIED**

**POSITION: ADMINISTRATIVE ASSISTANT II - OPERATIONS**

**RANGE: 20**

A. PRIMARY FUNCTION

Under general supervision of the Chief Operations Officer: perform a variety of work related to the District's Civic Center and Facilities Management Planning, perform a variety of dispatching and clerical duties in support of student transportation functions and perform office, clerical and secretarial duties; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Perform a variety of clerical work related to the use of the District's facilities and Facilities Management Planning; receive facility use requests; provide timely communication with community groups; District personnel and others to arrange appropriate use of school facilities.
2. Determine availability of requested site; compute charges for requested facilities; coordinate large group events by non-district groups with appropriate District staff.
3. Prepare contracts, invoices, and related paperwork in a timely manner, arrange for custodial personnel as needed to provide a clean learning environment; reconcile received fees against actual uses.
4. Prepares Board agenda materials for COO, utilizing online agenda program for submission to the Board of Trustees
5. Attend meeting and conferences, as requested, and take and transcribe notes into summary format
6. Coordinate and schedule appointments, arrange meetings, and make travel arrangements
7. Maintain database of facilities and calendars detailing current and future schedule usage and availability of all District facilities.
8. Coordinate access for prospective users to preview facilities.
9. Perform a variety of dispatching in support of student transportation functions; coordinate flow of communication between personnel to ensure proper and timely transportation of students.
10. Maintain bus pass list for each site based on purchases. Update lists for drivers and school sites.
11. Utilize telephone and two-way radio to receive routing and transportation requests and information and provide assistance to bus drivers; notify maintenance personnel regarding emergencies and needed repairs.
12. Enter and record routing, transportation requests, driver information and school bus data into tracking databases and information management systems; print reports and distribute as requested.
13. Receive calls and visitors to the office, answering questions and referring to the appropriate staff.
14. Establish and maintain efficient record keeping and filing systems required for operation of the functions being supported.
15. Compile and submit a wide variety of reports, letters, memos, bulletins and other materials.
16. Order and keep records of office and custodial supplies.
17. Maintain, manage, and update the MOT related pages of the District website
18. Keep staff attendance records and timesheets for all maintenance, grounds, custodial and transportation staff. Enter all information into District payroll system and compile reports for review. Process extra work assignments in system.

19. Assist parents with questions regarding bus routes and schedules.
20. Open, read and distribute mail.
21. Operate a variety of office equipment, including computer; input and retrieve data and text, organize and maintain disc storage and files.
22. Complete special projects as assigned.

C. QUALIFICATIONS

1. Knowledge of:
  - a. District and school policies, procedures and personnel practices.
  - b. Modern office methods, practices, procedures and office equipment usage.
  - c. Complex record keeping procedures.
  - d. Civic Center Act and District Facility Use policies and regulations.
2. Ability to:
  - a. Tactfully respond to questions and requests.
  - b. Keep a variety of records.
  - c. Establish effective office procedures and systems.
  - d. Organize office workflow to meet deadlines.
  - e. Type/keyboard at a rate of 40 words per minute.
  - f. Use a computer to perform clerical tasks and to maintain records.
  - g. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
  - h. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
  - i. Follow oral and written instructions.
  - j. Use correct English usage, spelling, grammar and punctuation.
  - k. Operate a two-way radio.
  - l. Take independent action in completing duties.
  - m. Assist bus drivers with directions and routing, scheduling and equipment issues and information.
  - n. Maintain a calm demeanor during times of emergency or high stress.
  - o. Maintain positive attendance.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds, and occasionally up to 50 pounds with assistance

6. Physical mobility sufficient to move about the work environment (office, district, between school sites) for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

REVISED: 01/01/95  
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