

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: ADMINISTRATIVE ASSISTANT V***

***DEFINITION:*** Under the direction of the Director of Facilities and Transportation, will provide highly responsible, technical, and complex secretarial support to the Director and the department with a minimum of supervision. Assists in coordinating the work of transportation and facilities; and disseminates information to staff, parents, and the community.

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

- Prepare and schedule bus routes
- Periodically review schedules and bus stops
- Maintain schedules for extra trips such as field trips, athletic trips; both in district and out of county
- Communicate directly with school sites and parents when bus route changes occur
- Schedule school break transportation as needed
- Perform periodic route audits
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instructions or transcribing machine recordings; compose correspondence related to responsibilities assigned
- Maintain the Director's calendar; scheduling meetings and appointments
- Receive and appropriately respond to telephone calls, requests for information, and complaints.
- Use appropriate judgment when necessary to refer inquiries and complaints to appropriate staff
- Maintain all records of the department including current records for all assigned bus drivers and vehicle records
- In coordination with the Director maintain and schedule bus driver trainings and vehicle service checks; maintain log and of projected service and trainings
- Assist substitute staff reporting to work
- Work in conjunction with the director in preparing all phases of events when applicable
- Prepare all billings, rental arrangements, purchase orders, expense vouchers, work orders and office supply orders.
- Analyze and disseminate budget information related to the department and local bond programs in comparison with the district financial activity printout
- Collect, count, and deposit all monies received from fees
- Distribute mail
- Prepare and process department supply orders
- Inventory supplies upon arrival
- Maintain equipment inventory by serial number and location
- Order, distribute and maintain inventory of keys
- Responsible for preparation and distribution of the director's newsletter
- Prepare monthly employee attendance and payroll information for the District Office
- Respond to emergencies
- Other duties as assigned
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***REQUIREMENTS:***

- Type at a net speed of 55 words per minute
- Ability to use a computer and other office equipment
- Efficient use of computer programs with expertise in developing spreadsheets

**POSITION TITLE: ADMINISTRATIVE ASSISTANT V, *Continued***

**QUALIFICATIONS:**

**Knowledge of:**

- Modern office methods, practices, and procedures; receptionist and telephone techniques
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing
- Provisions of the California Motor Vehicle code applicable to the operations of vehicles in the transportation of school children
- Techniques for scheduling bus routes, trips, and vehicle maintenance

**Ability to:**

- Maintain a high standard of safety for the transportation program
- Coordinate training of bus drivers for the district
- Work with minimum supervision; organize and prioritize work effectively
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents.
- Compose letters independently or from oral instruction
- Make mathematical calculations quickly and accurately
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Must be able to work well independently and as part of a team

**EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade
- Supplemental coursework or degree in business, secretarial science or a related business field is desirable

**PHYSICAL REQUIREMENTS: *of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports, documents, procedures, mail, reading bus schedules and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position
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**POSITION TITLE: ADMINISTRATIVE ASSISTANT V, *Continued***

***WORKING CONDITIONS:***

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license is desirable
- Valid CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.