

District/Superintendent/Governing Board Secretary

Supervisor: Business Manager

Length of Work Year: 12 months

Length of Work Day: 10 hours

Summary of Responsibilities:

The Governing Board/District Office Secretary is to fulfill all secretarial tasks for the Governing Board, Superintendent, and District office. Duties and responsibilities include:

Governing Board/Superintendent:

- Attending all Governing Board meetings.
- Prepare Board book, agendas (all posting), and minutes.
- Perform secretarial duties for the Superintendent and the Governing Board
- Arrange travel schedules and reservations for members of the Governing Board and the Superintendent
- Maintain the Santa Cruz Valley Union High School District Policy Manuals
- Schedule appointments for the Superintendent
- Maintain website update in its entirety.

District-Personnel:

- Answer and direct District Office telephone calls
- Requisition, order, purchase, and allocate; according to established procedures; supplies, equipment, and materials for district office.
- Keep all logs UPS and FEX pick-up or delivery.
- Retrieve and distribute mail, receipt all checks that pertain to district M&O, collect tax credit donations, and create tax credit letter for donation and mail.
- Make banking deposits for Auxiliary and Student Activities.
- Creating checks for Auxiliary/Student Activities treasurer as requested with proper approval.
- Prepare monthly board reports for Auxiliary and Student Activities accounts.
- Maintain these accounts updated weekly in QuickBooks for Auxiliary/Student Activities Treasurer.
- Revise uAttend daily for miss clocks or absences. Email directors the Monday the week payroll closes for them to revise their staff timesheets and submit all documents to the Payroll Department.
- Create and process all requisitions for District with Business Managers approval and coding.
- Obtain all board signatures needed to complete A/P and Payroll voucher process and pick up checks from Data Processing.
- Provide applications and job descriptions for interested applicates.
- Post all open positions on scvuhs.org website.
- Prepare all documents and schedule interviews for new hires.
- Provide new hire with all New Hire paperwork and enter Visions.

- Maintain personnel files and employment applications.
- Maintain all required staff's certification and IVP fingerprint clearance card information current.

Procurement:

- Maintain potential vendors list.
- Advertise for RFP/Bids
- Mail out RFP/Bid request
- Assist business manager with bid openings.
- Maintain contract/Bid files
- Assist departments in soliciting quotes.
- Assist with vendor selection.

Fixed Assets & Stewardship:

- Maintain inventory list with updated information re: locations, etc
- Perform physical inventory per policy schedule.
- Update and maintain inventory in visions.
- Tag new inventory
- Assist teachers/staff with inventorying twice a year.
- Maintain documentation for all fixed assets and stewardship list.
- Maintain files for inventory.
- Reconciliation of capital outlay expenditures with previous year's inventory reports.
- Advertise for Auctions/Surplus sales
- Assist with Auctions/surplus sales

Transportation:

- Maintain calendar for district vehicles and credit cards that are requested for use.
- Email all other transportation requests to Liza Rodriguez Transportation Director they must have approved signatures by the Principal/Superintendent or Athletic Director.
- Perform other related tasks as assigned by the Business Manager/Superintendent/Governing Board