

**Job Title:** Administrative Secretary, Physical Facilities & Maintenance  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Maintenance Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 10



### **SUMMARY**

Under general supervision, performs secretarial work for the Physical Facilities & Maintenance Department. Responsibilities include, but not limited to, varied office clerical tasks, contact with school district staff as well as outside agencies, and exercises considerable independence and judgment in performing their tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides administrative assistance to the Physical Facilities Director, Maintenance Director, and Custodial/Grounds Coordinator.

Answers telephone to provide information, take messages or transfer calls.

Greets scheduled visitors and refers to the appropriate person or area.

Routes incoming mail and parcel deliveries. Prepares outgoing mail and parcel deliveries, including taking packages to UPS when needed.

Delivers and/or picks up inter-office mail and other items to/from the District Office Building and distributes them to facilities and maintenance staff on a daily basis.

Orders and maintains supplies and arranges for office equipment maintenance.

Maintains the three (3) month in-office dry erase calendar for department employees.

Arranges programs, events, or conferences by arranging for facilities and caterers, issuing information or invitations, and controlling event budget.

Generates and processes department purchase orders following district purchasing policy.

Designs and organizes filing systems; acts as custodian of documents and records.

Reconciles outstanding p-card transactions daily. Reconciles department credit cards monthly. Prepares monthly reconciled p-card and credit card statements.

Reviews and updates office procedures.

Provides new employee training on p-card procedures and cell phone policy; orders business cards and uniforms; work order system and timekeeping procedures, and issues department Chromebooks.

Processes employee offboarding by canceling p-cards and cell phones, and ensuring the return of uniforms.

Makes travel arrangements for out-of-district training and conferences to include registration, lodging, airfare, and related expenses in accordance with District policy.

Coordinates work schedule and makes appointments for Physical Facilities and Maintenance Department.

Coordinates and arranges annual school priority meetings with all school principals, head custodians, and the directors of facilities and maintenance.

Maintains and updates alarm passwords for all school buildings.

Maintains and updates department vehicle fleet information. Tracks and verifies that all department employees are up to date with the driver certification test.

Places HVAC chemical orders as per head custodian requests.

Schedules job interviews when needed.

Plans and arranges the maintenance and preparation of information needed for budget reports.

Serves as the department's insurance representative and point of contact for all related matters.

Generates budget reports when needed for both administrative and department leads.

Oversees daily work orders from schools and processes the purchase orders.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent and two years related experience and/or training; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Director, Physical Facilities</b>			Date: <b>2/14/2015</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>2/14/2015</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>12/3/2015</b>
<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>02/21/2018</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>06/13/2019</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Physical Facilities and Maintenance Directors</b>	Date: <b>06/30/2025</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	