

Job Title: Secretary- Physical Facilities & Maintenance
Department: Physical Facilities & Maintenance
Reports To: Maintenance Director
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



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 judgement 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.

Screens incoming calls and correspondence and responds independently when possible; maintains copies of correspondence or other printed materials.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, monthly newsletter, and other materials.

Greets scheduled visitors and refers to appropriate person or area.

Plans, arranges, and maintains the facilities and maintenance and preparation of information needed for budget reports and budget purposes, including office supplies and equipment maintenance. Maintains department inventory of parts and equipment.

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

Conducts research, and compiles and types statistical reports and other various reports for boards of education and other officials.

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

Prepares and files corporate legal documents with contractors to conform to statutes.

Follows up with staff members to insure that various commitments made at conferences and meetings are met.

Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers and monitors compliance.

Reviews and updates office procedures.

Studies new regulations and applies them in preparing reports and maintaining records.

Trains and instructs other office staff.

Monitors, arranges and coordinates travel schedules and reservations; arranging complex and detailed travel plans and itineraries, and compiling documents for travel-related meetings.

Coordinates work schedule and makes appointments for Physical Facilities and Maintenance Department; maintains time and attendance records.

Creates and maintains database and spreadsheet files.

Records minutes of meetings in various ways, i.e. shorthand, use of typewriter or computer, or from voice recordings.

Prints daily work orders from schools and process 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 comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to 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.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent or six months to one year 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 frequently required to stand, walk, sit, use fingers and hands to handle, reach with hands and arms, and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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

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:	