

## **CONFIDENTIAL SECRETARY (MAINTENANCE)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Coordinator (Maintenance, Construction and Grounds), the Assistant Superintendent (Business Services), and the Superintendent performs a variety of responsible financial, legal and administrative duties in accordance with Construction projects and facilities.

### **ESSENTIAL JOB FUNCTIONS:**

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Answers telephone and schedules appointments for Coordinator (Maintenance, Construction and Grounds) and Assistant Superintendent (Business Services).
- Attends job walks, composes correspondence, contracts for bid vendors, PWC 100 for State, Public works laws.
- Prepares and maintains Safety Data Sheets on chemicals.
- Prepares board paragraphs regarding bidders for Board meetings.
- Attends various meetings and prepares minutes of actions and proceedings for new construction.
- Reviews invoices, orders and receives materials for the Maintenance department.
- Reconciles annual fixed asset inventory reports prepared by sites with district records and update district records.
- Maintains files for construction projects, and prepares documentation, contracts, etc. as directed by Coordinator (Maintenance, Construction and Grounds) and Assistant Superintendent (Business Services).
- Coordinates monthly workplace safety meetings with Maintenance personnel.
- Maintains comprehensive and confidential files related to Maintenance personnel; prepares evaluations for Maintenance staff.
- Monitors and submits absences for Maintenance personnel.
- Operates office equipment, including word processing, database management and spreadsheet software programs.
- Performs other related duties assigned by immediate supervisor.

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with Construction vendors, and the general public tactfully, courteously and professionally

### **KNOWLEDGE OF:**

- Bookkeeping and financial record-keeping principles to the maintenance of assigned accounting duties.
- Knowledge of district procedures and protocols, and state laws and regulations relating to job responsibilities.
- Modern office practices and procedures, and equipment, including computer, typewriter, and calculator.
- Computer software programs: Excel, Adobe, Word, Outlook, Power Point, Google, etc.
- Appropriate telephone techniques and etiquette.
- Correct English usage, grammar, spelling, and punctuation are essential.

- Principles and practices used in dealing with the public.
- Establish and maintain effective and cooperative working relations with vendors and maintenance staff.

**SKILL AND ABILITY TO:**

- Perform responsible clerical work, including ability to spell correctly, to use proper English, and to make arithmetical computations
- Possess strong organizational skills and the ability to work independently
- Plan and organize work to meet schedules, timelines and deadlines.
- Work independently in the absence of supervision.
- Handle multiple concurrent projects and manage priorities and tasks.
- Type at the rate of 50 words a minute from clear copy
- Follow written and oral directions

**WORKING CONDITIONS:**

- Office environment

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

High school graduate with coursework in business practices, and two years experience in responsible clerical work. Prefer one year of experience in school district business office, or other governmental agency.

**WORK YEAR:**

260 days, less earned vacation and paid holidays.

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**