TITLE: **Secretary Buildings and Grounds**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has three years of increasingly responsible secretarial and clerical experience
4. ~~Has the ability to type at a skill level of 50 words per minute~~
5. Has specialized skills in filing, basic mathematics, telephone and computer operation
6. Has the ability to communicate effectively both orally and in writing
7. Has demonstrated competence in correspondence and respect for confidentiality
8. Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule
9. Has demonstrated ability or potential to relate to and work effectively with staff and community

REPORTS TO: Director of Facility Management

JOB GOAL: To assure the smooth and efficient operation of the office so that the office's maximum positive impact on the education of children can be realized

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures and directions from supervisor related to job responsibilities
2. Receive all telephone calls and correspondence pertaining to buildings and grounds and process as directed
3. Perform other secretarial duties, such as typing, filing, and bookkeeping
4. Maintain an inventory of necessary parts and equipment pertaining to Buildings and Grounds employees; daily work records, time cards, vacations, absences, accidents
5. Keep records of, and process as directed, all time and materials used in repairing and/or replacing all parts and/or equipment covered by insurance
6. Issue purchase orders for all purchases by Buildings and Grounds Department and keep records of all such purchases
7. Report monthly the expenditures and balance of budgeted moneys pertaining to Buildings and Grounds
8. Assist in developing and maintaining an orderly complete listing of all components that make up the school plans in the school system, listing each room or area and all equipment and furnishings as to make, size, model, style, color, etc.
9. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 09)
* 7.5 - 8 hrs. per day
* 37.5 – 40 hrs per wk.
* ~~260~~ 246 days
* 12 months
* Board approved 2-26-92, Revised 5-10-2012