

**Secretary to the Supervisor of Facilities Department
Job Description**

Purpose: The Secretary to the Supervisor of Facilities provides office and clerical support to assist with the efficient operation of the Facilities, Maintenance, and Grounds (FGM) Departments. Support services include; custodial staffing coordination, contractor scheduling, customer service, communications, and clerical duties. This position requires effective supervisory and public relations skills to ensure the mission of the District.

Responsible to: Supervisor of Facilities & Grounds

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Three years' experience as a secretary or office team member. Effective supervisory and coordination skills.
3. Communicate well, both orally and in writing.
4. Establish and maintain effective working relationships with other employees.
5. Detail oriented and ability to handle multiple tasks in a constantly changing environment.
6. Comprehensive knowledge and experience of office terminology and procedures, equipment, and bookkeeping.
7. Basic knowledge and understanding of the construction and service trades.
8. Demonstrate proficient technology skills in Microsoft and management programs.
9. Effective organizational, customer service, communication, and problem solving skills.
10. Health and Inoculation Certificate on file in Administrative Service Center (after employment offer is made.)

Essential Functions:

1. Knowledge, Skills, and Abilities

- a. Provide office, receptionist, and secretarial duties to assist with the efficient operation of the FGM Department.
- b. Effective organizational, customer service, communication, and problem solving skills.
- c. Schedule and maintain a record of appointments.
- d. Experience and skills using various office technology.
- e. Assist the Supervisor of FGM with the development and operation of department budget.
- f. Manage warehouse logistics such as tracking, inventory, ordering, and delivery of materials/equipment in a coordinated and effective manner.
- g. Assist in custodial coordination and supervision of floating department team members.

- h. File office correspondence, records, and inventories.
- i. File and maintain records for various projects, trainings, purchase requisitions, purchase orders; receive invoices and initiate vendor payments to the business office.
- j. Proof read correspondence, bid documents, communications, board agenda items.
- k. Ensure all activities conform to District guidelines.
- l. Maintain accurate and organized records and other files as shall be required, including but not limited to:
 - o Classified personnel/applicant files
 - o Accounts Payable processing
 - o Technical, grounds, and custodial training and documentation
 - o Facilities and Grounds Management related reports
 - o Technical, grounds, and custodial leave time and overtime usage reports
 - o Job postings/applicant information
 - o Organize and manage safety data (SDS) information for the school district
 - o Maintain facility software and keep records up to date
- m. Work closely, positively, and productively with Supervisor of FGM and district staff.
- n. Communicate and work effective, cooperatively, and positively with members of the school district and community, including greeting contacts and directing them to the appropriate office staff.
- o. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- p. Desire to continue career improvement by enhancing skills and job performance.
- q. Operate all equipment appropriately as required. Equipment to include forklift, two-wheeled dolly, and four-wheeled gondola. With additional responsibilities to coordinate and receive deliveries to the Warehouse.
- r. Work to implement the vision and mission of the District.
- s. Manage and facilitate all aspects of the FGM operations systems, including but not limited to:
 - o Work Order System
 - o Facility Management System
 - o Door/Access Systems
 - o Accounting System
 - o Knowledge and ability to work with district budget codes
 - o Produce and correctly code purchase orders
 - o Building automation systems

2. Physical Requirements/Environmental Conditions

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Stoop, kneel, crawl, bend, turn, reach, climb, and balance.
- d. Must be able to work indoors and outdoors year-round.
- e. Must be able to work in noisy, crowded, stressful environments.
- f. Must be able to work in and around dust, fumes, and odors.

- g. Occasional exposure to construction and school related chemicals.
- h. Requires upper body strength to lift and carry 50 pounds and carry farther than 50 feet throughout the work day.
- i. Perform all duties in a safe manner.
- j. Must be able to handle physical and emotional stress.
- k. Requires regular attendance and/or physical presence at the job.

3. General Responsibilities

- a. Provide secretarial, office management, and clerical support as needed to enhance and improve the efficient operation of the district and FGM Department.
- b. Screen incoming calls and direct callers to the appropriate location/administrator to accommodate the callers/contacts needs; record messages accurately for the Supervisor of FGM and other office staff.
- c. Observe and follow all school district policies at all times.
- d. Respond to information requests in a cooperative, courteous, and timely manner.
- e. Coordinate travel/training arrangements for staff.
- f. Initiate and/or develop new programs.
- g. Coordinate annual employee evaluations.
- h. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- i. Keep abreast of new information, innovative ideas and techniques.
- j. Keep records and student, family, employee information confidential.
- k. Ensure safety regulations are observed at all times.
- l. Other duties as assigned by the Supervisor of FGM, which are consistent with the general requirements and essential functions of the position.

Term of Employment: 12-month year, July 1 through June 30.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved:

3/6/12