

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Maintenance Support Secretary

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Communication and organizational skills.
4. Five years secretarial experience preferred.
5. Ability to work effectively and cooperatively with staff.
6. Willing to travel.

ESSENTIAL FUNCTIONS:

1. Prepares maintenance department inventories, purchase orders and invoices.
2. Assists with preparation of grant proposals, correspondence and reports.
3. Logs site work orders and assists with scheduling.
4. Solicits vendor bids and proposals.
5. Schedules visits by maintenance contractors and inspectors.
6. Manage SERRC maintenance system and create / view / maintain work orders.
7. Handles confidential materials professionally.
8. Travels as needed to training opportunities and district sites.
9. Coordinates district plane travel as needed.

Reports To: Maintenance Foreman

Salary: \$15.75 per hour or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.