

# LYME-OLD LYME SCHOOLS

*Regional School District #18*

*A Private School Experience*



*in a Public School Setting*

**Position Title:** Secretary to the Director of Facilities and Technology

**Immediate Supervisor:** Director of Facilities and Technology

**Job Goal:** Provide secretarial support for the Director of Facilities and Technology

**Qualifications:**

High School graduate with some secretarial experience.

Computer skills appropriate to the position.

Ability to take initiative and work independently without instruction from supervisor.

Ability to organize and do many jobs concurrently.

Attention to detail.

Ability to work under pressure and meet deadlines.

**Responsibilities:**

Maintenance

- Prepare purchase orders for all scheduled and emergency work.
- Organize all yearly contracts and schedule work at schools.
- Prepare paperwork/purchase orders for all special summer projects.
- Provide research for special vendors/special items.
- Maintain maintenance requests (emails) and arrange for outside vendor interaction or inside personnel resolution.
- Entry of all maintenance requests into Maintenance Direct web based program.
- Follow up with customer upon completion.
- Track vendor performance, maintain records of work (ex: lawn care vendor).
- Compile and report fuel oil level weekly.

Building Projects

- Prepare purchase orders.
- Provide assistance with all correspondence.

Facilities

- Schedule all outside facility usage with external customers and ensure proper entry on appropriate school facility calendar.
- Ensure proper requirements are met (ex: proof of insurance, etc.).

***Ian Neviaser, Superintendent of Schools***

***49 Lyme Street, Old Lyme, Connecticut 06371***

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- Communicate conflict resolution to internal and external customers.
- Properly calculate fees for custodial and cafeteria supervision and ensure payment.
- Arrange/schedule custodial coverage for after-hours events.
- Apply for FEMA grants when applicable.
- Provide training to new department employees (email, network, School Dude).
- Create database and maintenance of safety training and update as necessary.
- Provide safety training/on-going support of web based training.
- Annually create database for pesticide notifications.
- Facilitate mailings for pesticide notifications.

## Building Committee & Facilities Committee

- Post legal notifications for public meetings (ex: agendas and schedule of meetings).
- Mail all correspondences for committee members.
- Update web site (ex: agenda and schedule of meetings and minutes).
- Prepare all necessary documentation for monthly meetings.
- Attend Facilities Committee meetings and transcribe minutes (Building Committee meetings as backup).
- Provide a uniform record of all minutes.
- Prepare necessary documentation and mailings for all other subcommittee meetings.

## Secretary to the Director of Facilities and Technology

- Prepare and distribute letters, memos or correspondences on behalf of Facilities Director.
- Filing and copying as necessary.
- Provide secretarial support to the Assistant Director of Facilities.
- Track and monitor Facility staff for vacation, sick and personal time requests.

## Locketics

- Maintain employee database and update as necessary.
- Ensure all new personnel provided with appropriate access to building(s).
- Coordinate security codes for building and employee as needed.
- Resolve technology failure.
- Enter/delete and maintain security codes into appropriate schools' panel.

## Security

- Maintain employee database and update as necessary.
- Resolve technology failure.

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## Food Service

- Prepare purchase orders for all scheduled and emergency work.
- Follow-up with customer upon completion.
- Track vendor performance.

## Technology

- Prepare purchase orders for all scheduled and emergency work.
- Follow up with customer upon completion.
- Track vendor performance.
- Prepare E-Rate online forms, track status and resolve discrepancies, arrange correspondence with vendor for e-rate.

## **Terms of Employment:**

Established by contractual agreement.

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