

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Bond Construction Secretary
Date Prepared or Last Modified: February 2022
Work Year: 12 months
Department: Facilities
Reports To: Bond Director

SUMMARY Perform administrative activities supporting the Bond Director and the Construction Department. Coordinate, organize and manage daily activities of the Director and other staff, including scheduling meetings and activities with other departments, functions and outside agencies and committees, act as liaison with all levels of district staff and community representatives. Acts as a liaison for accounts payable and provides support to the Director with managing the Department budget. Prepares, edits and revises correspondence and presentations. Provides support in the procurement process. Provides support to organize public meetings for the Construction Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| D | 40% | Provide assistance and support to the Bond Director and Construction Department by identifying and prioritizing incoming information, phone inquiries, webpage, email and other communication methods and delegating and/or directing issues to appropriate department personnel. Serve as the department's contact person for general administrative and operational issues; communicate orally or in writing with district administrators, district staff, vendors and others. Make decisions and take action within agreed upon limits. Draft correspondence, plan, prepare and analyze reports and provide technology support. Responsible for coordinating, planning and scheduling meetings and interviews and delegating tasks to ensure the smooth operation of the Construction Department. Create, manage, and maintain electronic and paper files on various activities and functions including: scanning historical records, construction drawings and documents and manages electronic filing process. Provide coverage for front desk when other staff are absent. |
| M | 15% | Organize monthly Bond Oversight Committee meetings. Create informational packets for committee members including agendas, minutes and other reports for the committee to review. Creates construction project update presentations. May collaborate with Finance Department Bond Accountant to reconcile monthly bond expenditures and creates appropriate reports. |
| W | 10% | Prepare payment requests and invoices for payment for the Construction Department's operational purchases such as supplies, materials and services. Communicate with vendors on matters regarding invoice problems and/or product ordering. Maintain requisitions on purchasing and billing. May allocate payments via purchasing card software and verify payments made by Construction Department staff. |
| W | 10% | Research, collect data, compile information, develop data displays, coordinate presentations and/or publications and distribute the same. Ensure critical documents are properly sorted and archived. Compile key performance indicators for Construction Department staff. Compiles Board of Education agenda items and minutes pertaining to Construction Department, |
| D | 10% | Assist in the posting and receiving of Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Information (RFIs) and Requests for Qualifications (RFQs) and other procurement support to include assisting in the administration of the District's online procurement service. Maintain vendor lists by trade. |
| D | 5% | Know and interpret district policies and regulations for Construction Department staff.. |
| M | 5% | Manage and maintain operational budgets for the Construction Department office, review budget to assess actual performance versus budget, and keep the Bond Director apprised of the status. |
| D | 2% | Provide confidential support for department meetings and activities. Deal with all information, including payroll information confidentially and act in a discretionary and professional manner. |
| M | 1% | Attend staff meetings, prepare agendas, and publish minutes and reports. |
| Ongoing | 2% | Perform other duties as assigned. Occasionally required to help coordinate and set up evening events |

including; ribbon cutting, ground-breaking and other community events

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent and proficiency in Microsoft Office software.

EXPERIENCE Three years of office management and secretarial experience.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires oral and written communication, interpersonal, public relations, tact, customer service, diplomacy, problem solving, good mathematical, computer, and basic accounting skills. Operating knowledge of and experience with computers, Microsoft Windows, desktop publishing, and general office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Works with Executive Directors, Directors, Managers, School Staff, Facilities, Technology and others throughout the district.

JUDGMENT AND DECISION MAKING: Work is assigned by supervisor and is self-directed. Requires independent judgment, tact, and ability to handle multiple tasks. Decision making is guided by Board and district policies and procedures. Decision making requires collaboration with Director.

DIVERSITY OF DUTIES: Duties require use of computers and desktop software; public purchasing concepts, basic accounting; Board, district, and department policies and procedures; and organizational skills. Duties and actions impact individuals across the district.

SAFETY TO SELF AND OTHERS: Medium exposure to self to repetitive motion injuries due to keyboarding. Low exposure to self to bruises and cuts due to typical office accidents.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to use interpersonal skills, compile, compare, analyze, communicate, copy, scan, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.