



Administrative Secretary to the Department of Buildings & Grounds

GENERAL INFORMATION

<i>TITLE</i>	Administrative Secretary to the Department of Buildings & Grounds
<i>DEPARTMENT</i>	Finance & Operations
<i>LICENSURE</i>	Not Applicable
<i>ENDORSEMENT</i>	Not Applicable
<i>CLASSIFICATION</i>	Classified
<i>FLSA STATUS</i>	Non-Exempt
<i>REPORTS TO</i>	Director of Buildings & Grounds
<i>SUPERVISORY RESPONSIBILITIES</i>	Buildings and custodial personnel
<i>PRIOR EXPERIENCE</i>	Administrative assistant, mechanical and building operations, facility management
<i>EVALUATION</i>	Evaluated by the Director of Buildings & Grounds using the agreed upon evaluation tool. The evaluation cycle will be one school year or more frequently if “needs improvement” or “unsatisfactory” rating.

JOB GOALS

To regularly and directly assist the Director of Buildings & Grounds and the Supervisor of Buildings & Grounds in the coordination of all Department functions as defined by the Board of Education’s policies and procedures and the Illinois State Code.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Oversees transportation needs for the District, directly coordinating and working with transportation company, front office staff, and parents.
- Assists in organizing accurate recordkeeping for custodial and seasonal help payroll timesheets
- Takes notes, minutes and produces correspondence, reports, notices and recommendations for the Director and Supervisor of the Department
- Assists in inspecting all District buildings and grounds consistently to ensure that high standards of workmanship, cleanliness, safety and security are maintained and implements corrections as necessary
- Maintains various calendars, records and databases including ID badge and security key card databases
- Assists in scheduling school contractors, custodians and maintains a work order system
- Recommends and coordinates the purchase of equipment and supplies and establishes specifications pertaining to supplies, materials, equipment and construction
- Processes and coordinates all building rental requests of the District in accordance with existing Administrative Procedures
- Follows and models established policies, laws, principles and ethical behavior
- Maintains an accurate database of District assets and conducts inventory on a regular basis
- Helps coordinate projects with the Deerfield Park District and ensures intergovernmental cooperation for snow removal and building usage
- Assists in ensuring 24 hour information sharing regarding unusual conditions or security breaches
- Supports energy efficiency with technology and building systems and collaborates with staff towards Green Ribbon certification
- Assists the Director and Supervisor in training and coordinating Buildings & Grounds and custodial staff
- Produces documents, articles and reports communicating the objectives and plans of the Department to administrators, the Board of Education, and others
- Participates in professional organizations and activities that relate to organization, customer service, productivity, safety and facility management
- Participates in the recruiting, interviewing, selecting, and training of seasonal staff
- Assists in maintaining Building & Grounds record keeping and participates in routine building inspections

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of Board policy, best practices in facility management operations and secretarial work; technology usage; and sound skills specific to social interactions

Ability

The employee shall engage in collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective reports; read a variety of materials; learn new methods through ongoing professional development; ability to work cooperatively and effectively with other administrators, certified and non-certified personnel, parents, and community members; be of good moral character and possessing temperate, ethical and industrious habits.

Education/Preparation

The employee shall possess the minimum of a high school diploma; experience in facility management and public school system is recommended; experience with spreadsheet and database programs

Reasoning

The employee must have the ability to solve practical problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials and tools. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software including web browsers, word processing, spreadsheets, and work order/facility management database systems. While performing the duties of this job, the employee occasionally works in a classroom setting with children, occasionally works in outdoor weather conditions, and is subject to noises associated with both mechanical and educational environments.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- January 26, 2015