

# MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

## JOB DESCRIPTION

Job Title: **Building and Grounds Secretary**  
 Pay Schedule/Range: **Regionally Competitive**  
 Prepared/Revised Date: **June 2024**

Reports To: **Building and Grounds Director**  
 FLSA Status: **Exempt/Non-Exempt**  
 Work Year: **259-261 Days**

**SUMMARY:** .To assist and improve the smooth and efficient operation of the Buildings and Grounds Department to further the District’s mission and vision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>
1. Calls and schedules substitute custodians when vacancies occur. Assist the Director with filling vacancies of maintenance personnel as needed. Keeps track of history digitally for reference.
2. Assists with reports on temporary staff (hours, days, positions), daily record of absences and daily record of substitutes.
3. Assists with payroll for temporary staff, overtime records, extended absences, employee work schedules. Performs timecard coding as required.
4. Monitors and submits reports on department postings and position changes.
5. Enters requisitions for maintenance and purchases in the financial system.
6. Assists with custodial and maintenance supplies inventory, records of department vendors.
7. Maintains fuel and utility consumption records, energy reports, and mechanical records. Helps maintain CMMS and assist with data entry as needed.
8. Assists with budget entry into the financial system. Runs budget reports as needed.
9. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
10. Receives and routes all incoming calls to buildings and grounds department.
11. Coordinates clerical requirements of administrative personnel within the buildings and grounds department.
12. Create and submit forms and compile and organize data and information necessary for the efficient operations of the office and school, including the completion of required district and state data collecting.
13. Maintains a good public relations program with the staff, parents, and pupils of the District.
14. Assists B&G leadership with secretarial tasks.
15. Coordinates purchasing procedures of the department, including purchase orders, procurement cards and statement reconciliations.
16. Assists the Director with scheduling and implementation of required yearly inspections at all facilities district wide to ensure compliance with state and local government requirements.
17. Assist the Director with maintaining the required training logs of all custodial and maintenance staff. Help to schedule training times and coordinates with district personnel at facilities to be sure there are no conflicts in scheduling.
18. Performs such other tasks as may be assigned by the Buildings and Grounds Director.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or GED
- Associate Degree in Secretarial Science preferred
- Minimum of 1 year of secretarial experience (supporting education, preferred)

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>
	Director of Building and Grounds

<b>Direct Reports:</b>	<b>POSITION TITLE</b>	<b># of Employees</b>
	None	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 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 compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.