

CLASSIFIED JOB DESCRIPTION

SECRETARY TO THE DIRECTOR OF MAINTENANCE AND OPERATIONS

JOB SUMMARY:

Serves as secretary and facilities office manager to the Maintenance and Operations Director; performs a wide variety of complex secretarial and administrative duties, often of a confidential nature; coordinates communications and information; monitors and directs department's clerical staff in a team-oriented atmosphere.

ESSENTIAL JOB FUNCTIONS:

- Schedules appointments and meetings for Director with District staff, various contractors/vendors, and agencies.
- Screens visitors, telephone calls, and mail.
- Composes letters, memoranda, and other materials independently or from minimal instructions.
- Disseminates information where judgment, knowledge and interpretations of procedures and regulations are necessary.
- Prepares/advertises/processes construction contracts.
- Prepares Board Agenda items.
- Compiles information and generates reports, as needed.
- Maintains administrative, correspondence, and confidential files.
- Processes agreements, proposals, purchase orders, and invoices.
- Supervises processing of work orders.
- Coordinates meetings, inservices, annual projects; arranges business/conference travel plans for department.
- Dispatches maintenance/grounds crews for routine and emergency projects.
- Maintains absence records for department staff.
- Orders clerical and maintenance supplies.
- Develops and updates written procedures for department.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years successful full-time secretarial experience, at least one of which includes monitoring and directing other employees in an office.
- Understanding of the multiple programs assigned to Maintenance and Operations department; understanding of the District's budget/accounting procedures; knowledge of District policies, practices, and goals.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 60 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

SECRETARY TO THE DIRECTOR OF MAINTENANCE AND OPERATIONS

Page 2

- Ability to perform a variety of difficult tasks; ability to prioritize tasks and accomplish them in a timely and accurate manner; ability to work independently.
- Knowledge of modern office practices and procedures, including personal computer applications used for word processing, financial, spreadsheet and presentations.
- Highschool diploma or GED is required.
- College and/or business school highly desirable.

Classified Salary Schedule: Range 31
BOARD APPROVED: 12/8/98
REVISION DATES: 7/17/23
08/09/2023