

Wentzville R-IV School District
Position Description
Locator: 3.12A

Position Title: Administrative Secretary-Facilities

Reports To: Director of Custodial Services/Executive Director of Facilities

SUMMARY

Assists management level administrators in the performance of general district responsibilities.

QUALIFICATION/REQUIREMENTS

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

ESSENTIAL JOB DUTIES

- Assists the Director of Custodial Services with district-wide facility rental usage.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Assumes responsibility for a wide variety of tasks associated with office operations.
- Demonstrates proficiency in utilizing word processing, spreadsheets, and database management.
- Maintains high standards of public relations at all times through correspondence, face-to-face public encounters or by telephone.
- Works effectively with staff members, administration, and community members.
- Maintains a regular filing system and processes incoming correspondence.
- Arranges appointments for supervisors, as directed.
- Maintains confidential nature of all school-related matters.
- Organizes all facilities' purchases annually and assists in receipt and safe storage of these materials.
- Assists the designated administrator in financial management of the office.
- Prepares reports and correspondence, as directed.
- Place, receive, and route incoming calls and messages.
- Maintains an orderly office environment; order and maintain supplies as needed.
- Performs bookkeeping tasks associated with this position.
- Completes periodic training, as necessary.
- Handles other secretarial tasks as assigned by the Director of Custodial Services, Executive Director of Facilities or Chief Financial Officer.

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OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by Superintendent/designated administrator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually In accordance with District Policy on evaluation of support staff.