ADMINISTRATIVE SECRETARY - FACILITIES

Purpose Statement

The job of Administrative Secretary -Facilities is done for the purpose/s of providing a wide variety of secretarial support to assigned administrators; communicating information on behalf of administrator to school and district staff, other districts, public agencies, etc.; ensuring compliance of department/program activities with financial, legal and administrative requirements; and acting as liaison between the Administrator and other parties, providing information, addressing issues and/or providing general support. The functions of this job classification require the performance of activities that are often of a highly confidential nature.

Essential Functions

- Assists Director of Facilities and Maintenance, Maintenance Supervisor, Custodial Supervisor, Project Managers and other administrative personnel as may be required for the purpose of supporting them in the completion of their work activities
- Communicates with other departments, administrators and outside agencies for the purpose of coordinating activities, exchanging information and resolving issues or concerns
- Coordinates and processes the work order system for the facilities department to document, manage, and close out maintenance and custodial job and project requests from district sites
- Coordinates, schedules, communicates, and processes facility usage activity (e.g. staff, facilities department, school sites, public agencies, community, clubs, etc.) to ensure compliance with district rules and policies
- Collects, processes and tracks developer fees. Manages databases on developer fees and develops quarterly reports. Reconciles quarterly revenue with account technician
- Communicates with facilities staff, district office, school sites, government agencies, law enforcement, etc. for the purpose of resolving problems, coordinating processes and/or providing required information
- Compiles data from a variety of sources (e.g. project managers, maintenance, custodial, school sites, food services, product sales, etc.) for the purpose of generating and processing work order requests, facility usage, and special projects
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to consultants, contractors, school and district personnel, the public, state and local officials, etc.
- Coordinates various activities as assigned (e.g. calendars, meetings, travel arrangements, staff coverage, facility usage, etc.) for the purpose of ensuring proper notification of facilities staff, administrators, and the efficient utilization of personnel, equipment and facilities
- Processes documents and materials (e.g. requisitions, schedules, purchase orders, incoming deliveries, agendas, mail, etc.) for the purpose of disseminating information and/or materials to appropriate parties
- Develops and implements office procedures and creates office forms for the purpose of assuring complete and timely operations, and facilitating workflow
- Composes documents (e.g. standardized correspondence, agendas, memos, reports, board items, agreements, bulletins, etc.) for the purpose of documenting events, providing written reference and/or requesting information or approval
- Creates a wide variety of complex documents (e.g. correspondence, reports, databases, charts, surveys, invoices, purchase orders, etc.) for the purpose of communicating information to schools and personnel, the public, state officials, etc.
- Performs special projects and prepares various forms and reports on behalf of the assigned administrator(s); attends to administrative details on special matters as assigned; performs varied duties related to the administrators' area of responsibility and assigned programs for the purpose of relieving the administrator(s) of a variety of secretarial and administrative details
- Compiles data from a variety of sources (e.g. agenda items, state documents, databases, etc.) for the purpose of complying with financial, legal and/or administrative requirements
- Coordinates various activities (e.g. appointments, calendars, alternative materials, etc.) for the purpose of delivering services in conformance to established guidelines
- Maintains a variety of files and records (manual and computer) (e.g. work orders, current job cost information, developer fee database, product warranty, vendor lists, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements
- Receives, screens and routes telephone calls; greets and assists visitors, refers callers or visitors to appropriate staff members, takes and relays messages, responds to requests, complaints and questions from officials, staff and public for the purpose of representing the district
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability
- Communicates information on administrative procedures, services, regulations, etc. for the purpose of orienting other personnel and/or disseminating information to appropriate parties
- Researches a wide variety of topics (e.g. discrepancies, current practices, policies, suppliers, equipment, contracts, etc.) for the purpose of providing information for addressing a variety of administrative requirements
- Responds to inquiries from a variety of internal and external parties (e.g. staff, developers, contractors, architects, students, public agencies, etc.) for the purpose of providing information, facilitating communications among parties and/or providing direction
- Attends a variety of meetings for the purpose of receiving and/or conveying information required for district operations.
- Other job related duties as assigned

Job Requirements & Skills
SKILLS are required to perform multiple, technical and non-technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing; preparing and maintaining accurate records; using pertinent software applications; adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office methods and practices; and accounting/bookkeeping principles. . Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; office methods and practices; pertinent codes, policies, regulations and/or laws; and advanced use of computer software applications such as Microsoft Excel, Microsoft Word and Microsoft Outlook.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: displaying tact and courtesy; adapting to changing work priorities; being attentive to detail; establishing and maintaining effective working relationships, communicating with diverse groups; working as part of a team; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the District's state and local facilities funding, the efficient operation of construction projects and department services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some standing, stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience with increasing levels of responsibility is required

Education
High School Diploma or Equivalent

Required Testing
Successful Completion of Pre-Employment Process
Includes Proficiency Test (Excel, Word, Math, 10 Key,
Typing (55 WPM)

Additional Qualifications

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
None Specified

Clearances
DOJ/FBI Fingerprints/Clearance
TB Clearance
Drug Screening

Supervision
Director of Facilities and Maintenance

Salary Grade
Range 23

Work Year
260 Days