



Secretary to the Director of Facilities and Transportation

Purpose Statement

To assure the smooth and efficient operation of the Facilities office, providing administrative support to the Director of Facilities and Transportation, and serving as a liaison between various stakeholders.

Supervisory Relationship

Reports to: Director of Facilities and Transportation

Essential Functions

- **Represent the Assistant Director of Facilities:** Serve as a liaison between the principals, employees, students, patrons, organizations, and visitors; effectively manage confidential information.
- **Mail Handling:** Handle and route all incoming and outgoing mail; review correspondence, answer questions, and respond to meeting requests directed to the assistant director.
- **Information Production:** Produce and distribute information as needed; write and edit articles/correspondence and design graphic presentations on behalf of the director.
- **Payroll Processing:** Process and oversee payroll issues for the department.
- **Budget Coding:** Review and code budget items for the director's approval.
- **Background Checks:** Perform background checks on contractors for the department.
- **P-Card Management:** Responsible for monthly p-card statements and coding.
- **Report Preparation:** Prepare utility spreadsheets and monthly budget reports for the divisions within Facilities and Transportation.
- **Financial Understanding:** Possess an understanding of finance and budgets and assist in developing budget enhancement lists, budget narratives, and reports for Executive Team meetings and the School Board.
- **Event Planning:** Plan and organize meetings, conferences, and special events and/or coordinate as assigned by the assistant director.
- **Appointment Scheduling:** Schedule appointments and meetings for the assistant director.
- **Telephone Handling:** Receive and place telephone calls, take messages, transfer calls, and answer questions if necessary.
- **Filing System:** Maintain a regular filing system.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other tasks as assigned by the assistant director.

Job Requirements: Minimum Qualifications

Skills

- Excellent communication and interpersonal skills.
- Proficiency in integrated computer applications and office software.
- Strong organizational and multitasking abilities.

Knowledge

- Comprehensive understanding of office management procedures and departmental finance.
- Familiarity with payroll processing and budget coding.

Abilities

- Ability to manage confidential information with discretion.
- Strong attention to detail and accuracy.
- Capacity to work effectively under pressure and meet deadlines.

Responsibility

The role requires adherence to standardized routines and the ability to perform tasks independently. Collaborate with various stakeholders to ensure effective departmental operations.

Work Environment

Standard office environment with minimal exposure to risk or injury. Physical demands include sitting for extended periods, using office equipment, and occasional lifting of supplies.

Experience

A minimum of five years of work experience in secretarial work or in the business field

Education

High school diploma with additional training/coursework in clerical skills and technology-related skills equivalent to a two-year business degree

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

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