

**ADMINISTRATIVE SECRETARY**  
(Facilities/Maintenance)  
Grade 14

**Purpose Statement**

The job of Administrative Secretary (Facilities/Maintenance) is done for the purpose/s of providing complex administrative and secretarial support to assigned administrator; coordinating activities of assigned administrative personnel; monitoring assigned activities; maintaining specific records and files pertaining to office processes and services; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to District Office Administrator/Department Director

**Essential Functions**

- Compiles data and information from a variety of sources (e.g., work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of implementing required District office processes.
- Facilitates assembly and distribution of contracts for the purpose of ensuring accurate historical documentation.
- Implements a variety of annual service contractual processes (e.g., materials for solicitation of bidders, information to bidders, distribution of project information and requests for proposals, trash/recycling, repair scheduling for elevator/lift issues, Integrated Pest Management program monitoring, respective budget assignments for all annual service contracts, etc.) for the purpose of ensuring compliance, implementation of all required annual service contracts.
- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages office (e.g., performing complex secretarial and clerical duties, operating office machines, answering telephones, assigning and directing work of others, etc.) for the purpose of ensuring effective and efficient organization and implementation of District office processes and procedures.
- Monitors a variety of technical processes (e.g., inputting and maintaining information in various databases, modifying and creating forms for data reporting, etc.) for the purpose of providing accurate historical documentation.
- Oversees District work order processes (e.g., serving as direct point of contact for all users, dispatching daily requests, inputting all purchases against workorders, scheduling all preventative maintenance and repairs, generating monthly reports for each school for all completed and open work orders, attending annual conference for updates and changes, etc.) for the purpose of ensuring optimal implementation of the District work order program.

- Oversees a variety of District contractual construction processes (e.g., monitoring of contractors' compliance with all project phases, maintaining all approved project files/contracts, registering all public works projects over certain dollar amounts, maintaining all databases, relaying all necessary information, reviewing invoices and requests for payment, monitoring financial performance of contracts, etc.) for the purpose of ensuring accuracy, compliance and contractual performance.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs budget processes (e.g., assisting in budget preparation, reviewing budget reports, auditing and reconciling budgets, generating open PO's, monitoring financial performance of each PO, etc.) for the purpose of providing accurate historical documentation, budget preparation and work order expenditures.
- Prepares meetings, district trainings and conferences (e.g., copying meeting/training materials, setting up meeting room, registering staff for conferences, collecting timesheets and expenditure forms, etc.) for the purpose of documenting activities, providing written reference and conveying information.
- Prepares a variety of documents (e.g., correspondence, agendas, minutes, event programs, bulletins, specialized reports, agreements, contracts for services, requisitions, purchase orders, repair parts orders, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Provides dissemination of information and clarification of a variety of issues (e.g., District records, referral to appropriate administrative personnel, problem solving re: complaints, explanations of District policies, etc.) for the purpose of ensuring accurate, courteous communication and solutions to problems.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g., current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Reviews a variety of documents (e.g., District office processes, etc.) for the purpose of providing necessary completion and conformance to established procedures.
- Reviews all department invoices (e.g., verifying accuracy, confirming receipt of goods, etc.) for the purpose of ensuring accurate implementation of all invoice processes.
- Schedules/Maintains records for fire extinguishers, fire alarms, fire sprinkler systems, fire hydrants, backflow devices, districtwide for the purpose of ensuring compliance with regulations.
- Serves as liaison (e.g., among departmental and school personnel, etc.) for the purpose of resolving day-to-day administrative and operational matters.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

## **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation office software; and database systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. 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 a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** High school diploma or equivalent.

**Equivalency:** Three years of progressively responsible clerical work; equivalent to the completion of the 12th grade.

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*