



Columbia County School District Job Description

Position Title: Secretary – Facilities, Maintenance and Operations		
Department: Facilities, Maintenance and Operations	Evaluation Instrument: Performance will be evaluated annually by the Chief Facilities Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade F	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facilities Officer		

MINIMUM QUALIFICATIONS

Education: Graduation from high school or technical school and secretarial experience.

Essential Knowledge/Skills: Proficient typing skills at 60 WPM preferred. Skills in filing, accounting, record keeping and computer operation. Knowledge of English grammar, punctuation, and mathematics; skill in typing; ability to read, spell, proofread, organize, use the phone, listen, understand and follow directions, write legibly; ability to schedule and coordinate meetings and conferences; ability to interpret written materials and communicate verbally; ability to learn the policies, procedures, and services provided by the administrator to whom assigned; ability to verify data; accuracy; tact, good judgment, good interpersonal skills necessary to deal with diverse public; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

Experience: At least two years of experience in secretarial position and office management.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Answering phones and greeting visitors and route all correspondence/messages to appropriate department personnel.
- Assists in maintaining general office procedures.
- Provide assistance to department heads, schools, and department staff in a professional manner.
- Sets up and maintains all correspondence, files, and records alphabetically, numerically and/or chronologically.
- Keeps record of all written and oral correspondence for the office.
- Performs delegated duties and routine responsibilities according to established and accepted procedures.
- Monitors and maintains daily attendance (VIPS) and leave reports, and processes a monthly leave report for the department.
- Processes local travel requests for School Maintenance Technicians.
- Processes Worker’s Compensation claims.
- Maintains Fixed Asset Inventory.
- Prepares materials for presentations, workshops, in-services, staff development, and conferences as needed by the administrator.
- Attends meetings, take notes, and prepare minutes of meetings as directed.
- Fabricates and maintains forms utilized by the department.
- Assists in establishing and maintaining appropriate yearly records as referred by the system.
- Assists with monitoring Custodial staff issues as needed.
- Maintains accurate and readily accessible records on all correspondence.

- Types and assembles correspondence, memos, reports, handbooks, and other materials.
- Assists in scheduling daily appointments for School Maintenance Supervisors.
- Updates forms and reports utilized by departments and schools.
- Receives and processes Monthly Fire Drill Reports, Tornado Drill Reports, Emergency Operations Reports, Burglary, and Vandalism reports sent by schools.
- Maintains on-going maintenance log for Sound and alarm Systems Technician.
- Maintains a system to handle pending items of business to ensure accurate completion and follow through on assignments.
- Keeps the supervisor informed of all matters pertinent to responsibilities.
- Assists in the operation of maintenance of all office machines and equipment.
- Performs related duties as required and assigned by the supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: July 2011