

**Central Valley School District
Job Description #820**

TITLE Central Office Secretary –Director of Maintenance

GENERAL SUMMARY

The Secretary to the Director of Maintenance performs a wide variety of tasks to assure the smooth, accurate, and efficient operation of the office. S/he coordinates the overall secretarial functions of the office to best serve Central Valley School District staff and community.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Director's Secretary may perform all or a combination of the following:

1. Assist Director of Maintenance with his/her administrative functions and tasks: respond to the public in a cordial, courteous manner; maintain correspondence, prepare reports, prepare contracts, manage projects, answer telephone; relay messages, coordinate operations of the office of the Director of Maintenance.
2. Computer input purchase requisitions for the Maintenance department. Record budget codes on invoices and purchase requests for the Maintenance department. Process purchase requisitions and vouchers with the Business Office.
3. Schedules Director's calendar, determines priority as required by establishing meeting dates and times, arranging meeting locations and notifying attendees, both internal and external.
4. Assist in all aspects of meeting preparation and facilitation including technological support, preparation, set-up and clean-up, and acquisition of materials and supplies.
5. Organize, send notices and attend departmental meetings, take meeting minutes and transcribe for dissemination and historical filing purposes.
6. Demonstrate excellent human relations skills, and facilitate effective communication among building staff, parents, community members, and district staff.
7. Exhibit confidentiality, initiative, creativity, flexibility, self-motivation, and enthusiasm in performing job functions.
8. Compose and word process accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, evaluations, presentations, web documents, manuals, forms, etc.
9. Completes annual equipment inventory including data entry.
10. Prepares required state and district reports, etc., as requested.
11. Assigns keys and security codes as directed and maintains the appropriate records.
12. Assigns custodial substitutes as needed.
13. Maintain office files as required.
14. Collaborate with department staff in a team atmosphere.
15. Ability to attend to detail and follow tasks through to completion.
16. Ability to work independently with minimal supervision.
17. Required to work overtime during periods of high demand.
18. Maintains confidentiality as required by the position.
19. Perform related duties as required by the Director of Maintenance.

REPORTING RELATIONSHIPS

This position reports to the Director of Maintenance.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals. Ability to Multi-task.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and other technology equipment (e.g., lap top, scanner, LCD projector, etc.).

QUALIFICATIONS**Education and Experience:**

High School diploma or equivalent required. Three years of increasingly responsible office experience and data input experience required. School District experience preferred.

Required Knowledge, Skills and Abilities:

1. Demonstrated skill in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Adobe Acrobat and PDA, software.
 2. Demonstrated skill in the operation of district standard computer hardware, copiers and scanners and peripherals.
 3. Knowledge of and ability to use office machines; i.e. computer, laminator, 10-key.
 4. Ability to compute mathematical and statistical data; demonstrated skill in preparing Excel spreadsheets.
 5. Basic Knowledge of book keeping skills.
 6. Excellent skills in oral and written communication.
 7. Demonstrated organizational skills, including filing and prioritizing of tasks.
 8. Ability to respond quickly and professionally to a variety of requests and demands.
 9. Demonstrated skills in proof-reading documents for accuracy, completeness, grammar, spelling, and style.
 10. Demonstrated public relations skills and ability to de-escalate difficult situations.
 11. Demonstrated ability to multi-task and be flexible in the workplace.
 12. Demonstrated ability to work independently.
 13. Demonstrated skill in completing state and federal reporting requirements.
 14. Demonstrated skills in the operation of the Internet for research assignments, e-mail, and other operations such as retrieving Board Policies and Procedures, WACs, RCWs and information from OSPI.
 15. Willingness to share with and assist other department staff when needed.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 09/13