



Columbia County School District Job Description

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

MINIMUM QUALIFICATIONS

Education: High School graduate 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; Must be able to lift up to 25 lbs.

Experience: At least two (2) years of experience in a 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

- Maintains the schools/facilities to the FMO Maintenance Standards as specified in the FMO Employee Handbook.
- Must be able to follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently and cooperatively within the team and maintain professional behavior at all times.
- Follows all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee handbook.
- Must complete and submit all assigned paperwork accurately and on time to the Executive Director of FMO.
- Responsible for accounts payable functions and maintaining departmental budget and various project accounts as directed by the Executive Director of Facilities, Maintenance, and Operations.
- Prepares the Facilities, Maintenance, and Operations General Budget annually.
- Updates the Executive Director of Facilities, Maintenance, and Operations with the ongoing status of all accounts and their available fund balances.
- Maintains Utility accounts and processes payments for all Columbia County School facilities.
- Oversees Service Contracts (Waste Disposal, Grass Cutting, Pest Control, etc.) making monthly payments and handling service related issues/complaints.
- Maintains the Department's P-cards, submitting monthly reconciliations to the Business Department.
- Reviews and prepares all invoices for payment from appropriate accounts.
- Assists Executive Director of Facilities, Maintenance, and Operations in issuing General Contracts for Services for Capital Projects, along with obtaining required Contractor paperwork and logging the information in a Contract Log

to track the work progress.

- Assists Executive Director of Facilities, Maintenance, and Operations in maintaining CCBOE Bid Contract files, monitoring for renewal/expiration dates.
- Issues purchase orders as needed according to state and local procedures/guidelines.
- Tracks all Department expenditures by location and category.
- Processes in-county travel for School Maintenance Technicians monthly.
- Manages Stadium Maintenance accounts for Middle and High schools.
- Maintains financial account ledgers for SPLOST, Capital Improvement Projects, and Construction projects, preparing Requests for Payment for Administrative approval.
- Prepares the Staff Development Budget, schedules classes, make lodging arrangements, and process travel expense reports for the Facilities, Maintenance, and Operations Department.
- Monitors and maintains department's daily attendance.
- Obtains Executive Director's signature for all Leave request forms submitted.
- Updates department leave calendar noting all FMO absences and reasons.
- Processes monthly FMO leave reports for submittal to the Payroll department, comparing systems data for accuracy.
- Verifies the department's payroll report for regular pay and overtime pay.
- Generates monthly absentee report for the Executive Director of Facilities, Maintenance, and Operations.
- Maintains office supply inventory for the department, ordering supplies as needed.
- Assists in establishing and maintaining general office procedures and daily activities.
- Types and assembles correspondence memos, reports, budgets, etc.
- Provides assistance with answering telephones and greeting visitors, as needed.
- Provides assistance in a professional manner.
- Assists with the operation and maintenance of all office machines and equipment.
- Prepares materials for presentations, workshops, in-services, staff development, and conferences as needed by the administrator.
- Must understand safety principles and procedures and apply them in the workplace.
- Assists, as needed, with any emergencies that may occur on a system wide level.
- Performs all other related or nonrelated tasks as assigned by the Executive Director of Facilities, Maintenance, & Operations with a positive attitude.

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: August 2012