

(SCHOOL DISTRICT)

POSITION: Secretary to Director of Transportation/Buildings/Grounds

QUALIFICATIONS

1. High school diploma with two or more years of office experience or certification of business school training.
2. Working knowledge of basic office procedures, the operation of common office equipment, and word processing.
3. Ability to maintain effective public relations with parents, teachers, pupils and the public.
4. Provide evidence of good health.
5. Acceptable performance on tests for typing/computer skills, clerical skills, general ability and academic level.

RESPONSIBLE TO

- Director of Transportation
- Director of Buildings and Grounds

JOB GOAL

To assure the smooth and efficient operation of the Facilities and Transportation Offices so that the maximum positive impact on the transportation of children and facilities management can be realized.

PERFORMANCE RESPONSIBILITIES

1. Provides secretarial/clerical support to the Directors of Facilities and Transportation.
2. Receptionist for the Transportation and Facilities Departments. Works independently to meet the public and provide information, answer complaints and schedule appointments for the directors.
3. Will use computer for typing as a normal part of the duties.
4. Maintains files under the direction of the Directors of Facilities and Transportation.
5. May requisition supplies, handle bookkeeping files, check status of orders on routine basis, and certify the receipt of materials and supplies and completion of order.
6. Maintains an inventory of supplies.
7. Operates office machines, including typewriter, computer, photocopier, fax and other equipment necessary to perform the duties of the position.
8. Distributes mail.
9. Responsible for submitting payroll information for employees within the bus garage.
10. Takes calls for the Facilities and Transportation Departments including maintaining accurate messages to provide for the Director and Supervisor when they are not present.
11. Will assist the Director and Supervisor in any manner to provide service to the department which contributes to the effective operation of Facilities and Transportation.

TERMS OF EMPLOYMENT

The work year is consistent with the work year of a building secretary (two weeks after students leave and three weeks before students begin). Salary and benefits are established in the Master Agreement between the Board and the Secretarial Association.

EVALUATION

Each person shall be evaluated during the 90-day probationary period.