

POSITION DESCRIPTION

TITLE:	Buildings & Grounds Secretary II	SUPERVISOR:	Director of Buildings and Grounds
DEPARTMENT:	Buildings & Grounds Department	CLASSIFICATION:	Classified

- I. Accountability Objectives:** Under supervision of the Director of Buildings and Grounds, to perform office work and record management tasks according to prescribed policies and procedures Support District operations in the areas of Custodial, Maintenance, Energy, Capital Projects, Health and Safety, Advertising, and Facility Use.
- II. Position Characteristics:**
Salary: On Schedule
Length of Contract: 12 Months
- III. Position Relationships:**
Supervisor: Director of Buildings and Grounds
Coordinates with: Buildings and Grounds management staff; central office staff and school building staff as directed.
- IV. Position Qualifications:**
- A. Required Qualifications:
High School Graduate, Technical college degree in business related subjects, responsible clerical experience, experience/training in computer applications
- B. Special Requirements:
1. Excellent keyboarding skills
 2. Ability to perform a variety of tasks requiring a high degree of responsibility and independent thinking.
 3. Excellent spelling and grammatical skills.
 4. Knowledge of and ability to use all Microsoft Office products.
 5. Ability to operate Bi-Tech and School Dude software.
 6. Knowledge of records management procedures.
 7. Ability to establish and maintain effective professional relationships with staff and the public.
 8. Ability to develop and maintain complete and accurate records.
 9. Valid driver's license and ability to provide appropriate transportation to fulfill position responsibilities.
- V. Position Responsibilities:**
- A. Provides clerical support for all aspects of centralized building and site scheduling using the District's web-based software.
 - B. Provides clerical support for the District's advertising program.
 - C. Maintains data bases; creates invoices.
 - D. Maintains the department website.
 - E. Provides back-up for the other Buildings and Grounds secretarial position.
 - F. Assists other departments with special projects as time permits and as directed by the Director of Buildings and Grounds.
 - G. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New: 07/2010 ; 7/2013
Location: R:\Position Descriptions\Classified\Buildings and Grounds Secretary II.doc