



**JOB DESCRIPTION**

<b>Job Title</b>	Buildings & Grounds Secretary
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Director of Buildings & Grounds
<b>Classification</b>	Classified Hourly
<b>Location</b>	Service Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Buildings and Grounds Secretary performs office work and records management tasks according to prescribed policies and procedures. The Secretary supports department operations of custodial, maintenance, energy, and capital projects.

**Essential Job Functions**

- Provides clerical assistance to the Director of Buildings and Grounds and other department staff as needed, including basic proofreading, filing, record keeping and other clerical tasks.
- Answers phones, greets visitors, and provides information as requested and represents the department through telephone, written, and personal contacts.
- Ensures in the supervisor’s absence that requests for action and information are handled or referred in a timely manner.
- Screens and summarizes content of incoming materials and briefs supervisor regarding important issues or conflicts.
- Calls and schedules substitute custodians.
- Assists with reports on substitute staff, (hours, days, positions); daily record of absences; daily record of substitutes.
- Processes department purchases with district procurement card; assists with coding of purchases and vendor payment processes
- Maintains fuel and utility consumption records, energy reports, and mechanical records.
- Assists with budget entry into the accounting system and runs reports as needed.
- Assists with payroll process for substitute staff, overtime records, extended absences, and employee work schedules.
- Keeps records of maintenance work order requests

- Designs and develops program formats used for various data storage.
- Assists with scheduling and use approval of Buildings and Grounds meeting spaces.
- Maintains websites and Intranet for Buildings & Grounds.

**Ancillary Job Functions**

- Performs other related duties as assigned.
- Serves as back-up for facility use secretary.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Recent successful experience as a secretary or other office professional position.
- Successful completion of clerical/secretarial skills tests.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Course work or an Associate Degree from a technical college.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to develop and maintain accurate records.
- Ability to operate various office machines (computer, telephone, copier, etc.).
- Proficiency in Microsoft Office programs and ability to perform data entry.
- Excellent interpersonal skills.
- Ability to function independently and make judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Maintains a high degree of confidentiality on sensitive issues.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office conditions and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.