

Secretary, Buildings & Grounds, Transportation, S4/12

JOB DESCRIPTION

POSITION TITLE: Secretary to the Supervisors of Building & Grounds, Custodial Services and Transportation

MINIMUM

QUALIFICATIONS: High school diploma, general office experience and/or degree preferred. Ability to organize data and coordinate activities and handle multiple tasks at the same time. Computer literate in System 3000, and School Dude, spreadsheet and wordprocessing software. Ability to produce effective oral and written communications.

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Supervisor of Buildings & Grounds, Assistant Business Administrator and Custodial Services Supervisor

JOB GOAL: To assist in the coordination and efficient operation of the Buildings & Grounds, Custodial Services and Transportation Departments.

PRIMARY RESPONSIBILITIES

(Including Any Physical and Environmental Factors)

1. Maintain records as required by policy, regulations or laws.
2. Prepare and process purchase orders for transportation, property services and custodial services.
3. Record and process private school reimbursement for transportation.
4. Maintain inventory of equipment for insurance purposes.
5. Receive calls from parents, drivers and school personnel and respond or refer appropriately.
6. Assist in scheduling trips for field trips and athletics.
7. Assist in scheduling of bus drivers and bus aides during planned and unplanned absences.

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Transportation/Buildings and Grounds/Custodial Services Secretary

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8. Assist in the computerization of vehicle maintenance records, routing, scheduling and maintenance requests.
9. Assist in the computerization of the property services department.
10. Maintain and process contracts to contractors and the county office.
11. Assist in the preparation of state reports.
12. Assemble materials for bid packages and prepare for mailing.
13. Enter and track all work orders.
14. Track all compliance files, Right to Know and AHERA.
15. Orders and maintains supplies as needed.
16. Data entry of repair orders for transportation vehicles.
17. Maintain and enter daily attendance for custodians, maintenance workers, drivers and aides.
18. Perform secretarial duties (e.g. receptionist, sort mail, photocopy, file, type) and other duties as assigned for the efficient operation of the buildings and grounds, custodial services and transportation departments.

WORKING RELATIONSHIPS

OF THE POSITION Maintains effective relationships with students, parents, teachers and administrators.

TERMS OF EMPLOYMENT: 12 months

Salary – **S4** of the SOMEA agreement