



JOB DESCRIPTION

Job Title	Buildings & Grounds Secretary
Department	Buildings & Grounds
Reports To	General Manager of Operations
Classification	Hourly Classified
Location	Service Center
Salary	On Schedule
Length of Contract	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. The Buildings and Grounds Secretary performs financial and office work in the Buildings and Grounds Office involving a considerable degree of independent judgment and initiative as well as confidentiality.

Essential Job Functions

- Provides clerical assistance to the General Manager of Operations, General Manager of Facilities and other department staff as needed.
- Provides clerical support for all aspects of centralized building and site scheduling using the district's web-based software; including training others on software use, setting up software, and acting as the liaison between the District and the software provider when problems occur.
- Provides tours of District spaces to community groups and responds to rental inquiries.
- 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.
- Assists with absence management for the department including filling and scheduling 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
- Maintains websites and Intranet for Buildings & Grounds department.
- Maintains positive public relations with staff, students, families, and general public.
- Requisitions and distributes office supplies.
- Prepares proposals, reports, presentation materials, forms, flyers, statistical summaries, and other documents and communication that are complex and non-routine.
- Maintains physical and electronic files for the department.
- Fulfills invoices and checking the data imputed to ensure accuracy.
- Monitors budget transfer activity through the year to ensure that proper documentation is supplied and that transactions are properly authorized.

Ancillary Job Functions

- Makes conference and travel arrangements for Building & Grounds department staff.
- Performs other related duties as assigned.

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 in business administration or a related field.

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.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.