

## LEMON GROVE SCHOOL DISTRICT

### **CLASS TITLE: Facilities, Maintenance, Operations & Transportation Secretary**

#### **DEFINITION:**

Under the direction of the Director, Facilities, Maintenance, Operations and Transportation is responsible for performing a variety of responsible secretarial duties in a school district departmental office.

#### **JOB RELATIONSHIPS:**

Supervised by the Department Director; has a working relationship with Cabinet; all departmental staff in district; all employees in maintenance, operations and transportation; school site staff; central office staff; parents; city and other public agencies.

#### **TYPICAL DUTIES:**

Act as secretary to district-level director. (E)

Compose standard correspondence and prepare special reports, presentation materials and departmental project materials. (E)

Open, verify, balance, adjust and audit accounts. (E)

Act as office receptionist. (E)

Organize and maintain efficient and accurate operational records and files. (E)

Maintain department time sheets, attendance records and minor financial accounts. (E)

Prepare statistical reports on supplies, equipment, fuel and other departmental resources. (E)

Schedule appointments and meetings. (E)

Operate standard office equipment, 2-way radio, microcomputer and microcomputer software to enter and extract a variety of data. (E)

May take minutes of meetings. (E)

Dispatch department employees to regular and emergency duties in the absence of supervisor for the purpose of responding to work orders and emergency requests. (E)

Monitor communication between office and bus drivers in the field for the purpose of assisting school bus drivers. (E)

## **Facilities, Maintenance, Operations & Transportation Secretary - Continued**

Handle routine details and information requests not requiring immediate attention of supervisor for the purpose of efficient department operation. (E)

Assist supervisor in preparing department presentations by using computer software programs designed for this purpose. (E)

Distribute mail and reports for the purpose of disseminating information to school sites and departments. (E)

Collect cash and provides receipts for sale of surplus sale items; relays cash and receipts to business office in timely and accurate manner. (E)

Using district procedures assists department employees in accessing medical treatment for work injuries. (E)

Establish and maintain effective working relationships with parents, staff and public. (E)

Perform other duties as assigned.

### **KNOWLEDGE OF:**

Modern office methods and procedures

Use of standard office machines and equipment

Correct English usage, grammar, spelling, punctuation, and vocabulary

Reading and writing English communication skills

Automated data processing methods

Customer service techniques

### **ABILITY TO:**

Type at a net corrected speed of 50 words per minute

Compose routine and specialized correspondence bulletins and reports, using proper grammar, spelling and punctuation

Perform arithmetic computations

Learn pertinent district policies and procedures rapidly

## **Facilities, Maintenance, Operations & Transportation Secretary - Continued**

Operate standard office equipment including microcomputers and related software application (Word, Excel, Access, Power Point, etc.)

Communicate effectively orally and in writing

Establish and maintain effective working relationships with parents, staff, and the public

Plan and organize work to meet schedules and timelines

Maintain records

Read, apply and explain rules, regulations, policies and procedures

Rapidly learn bus routes and transportation procedures

Work with frequent interruptions and respond to telephone calls, quickly and accurately

Use good judgment, tact, and skill in responding to questions, complaints or problems

### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent as well as any combination of training, experience and/or advanced education equivalent to two (2) years of full-time equivalent, paid secretarial or stenographic experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Typing at a net corrected speed of 50 words per minute

District pre-employment test

Post-offer physical examination and drug screen

Fingerprint clearance from the Department of Justice

Current X-ray or tuberculin skin test before employment and every four years thereafter

### **ENVIRONMENT:**

Office setting

Continuous telephone calls

Constant interruptions

## **Facilities, Maintenance, Operations & Transportation Secretary - Continued**

### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment

Hearing and speaking to exchange information in person and on the telephone

Seeing to read, prepare and proofread documents

Sitting or standing for extended periods of time

Kneeling, bending at waist and reaching overhead, above the shoulder and horizontally, to retrieve and store files and supplies; lifting light objects.

### **HAZARDS:**

Noise and fumes from Transportation and Maintenance areas

Board approved: December 9, 2003