

North Wasco County School District

Job Description – Secretary III – Operations (Facilities and Transportation)

Title: Secretary III – Facilities and Transportation

Classification: Classified ESP

Reports To: Director of Facilities and/or Transportation

Work Year: 260 Days

Job Purpose Statement:

Performs specialized clerical work of an independent nature requiring considerable judgment in the development of procedures for performing duties. Performs specific assignments as the lead secretary assigned to the Directors of Facilities and Transportation.

Qualifications

Education: High school diploma or general education degree (GED) and five years of progressively more responsible clerical experience, including interactions with students and the public in stressful situations; or any satisfactory combination of experience and training, as determined by the hiring authority preferred. College Degree (Associate or Bachelor's Degree preferred).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of English, spelling, composition, grammar and punctuation.
- Knowledge of current office practices and procedures and office management.
- Knowledge of standard office equipment and machines.
- Knowledge and ability to use District, Maintenance and Transportation software programs.
- Knowledge of record-keeping and reporting procedures.
- Ability to respond to the public in a courteous, efficient manner.
- Ability to work collaboratively with co-workers.
- Demonstrated proficiency in specific computer software programs, including speed and accuracy in the use of office equipment may be required prior to employment.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing
- Eligible for District Van Certification
- Driver's License

Essential Duties and Responsibilities (Other duties may be assigned)

- Assumes major responsibility for tasks, activities and projects within assignment, assuring compliance with laws, policies, and procedures.
- Answers varied inquiries and explains policies and procedures.
- Receives sorts and summarizes materials for preparation of reports.
- Provides District coordination of Premises Use Agreements
- Relays and interprets administrative decisions, policies and instructions.
- Devises new forms, formats and procedures, as necessary.
- Maintains complex records and reports requiring accounting techniques and involved procedural determinations.
- Assists immediate supervisor on a variety of administrative details and projects.
- Prepares correspondence, editing and proofing reports, contracts, forms, schedules, and rosters from rough draft material or data compiled and maintained by the position.
- Maintains office records and independently answers routine questions and correspondence not requiring attention from immediate supervisor.
- Maintains a schedule of the immediate supervisor's calendar of appointments and arranges for meetings.
- Orders, receives, distributes and inventories and office supplies/materials, as requested.
- Processes purchase orders, requests for payment, and invoices using District Software Programs.

- Coordinates and maintains communication between staff, students, parents, vendors and public who are involved in the program or department.
- Orders, evaluates cost effectiveness, receives, distributes and inventories office supplies.
- Greets students, staff, parents and patrons and responds to their requests for information in a courteous and willing manner.
- Maintains positive and effective working relationship with students, staff, parents and patrons.
- Arranges for substitute Custodial workers.
- Implements Computerized Maintenance Management Program, dealing with work order data, status, work hours and costs.
- Maintains department vehicles registrations and titles.
- Runs financial reports, as requested.
- Prepares purchase card receipts, input orders into District Finance, input orders into District Finance Software
- Gathers and assigns information from vehicle/equipment checklists and submits work orders to mechanics. Follows up on work order status.
- Orders, receives, distributes and inventories office supplies/materials, and custodial supplies.
- Assembles and checks for accuracy payroll paperwork for submission to payroll clerk.
- Assigns District-Wide work orders
- Performs radio dispatch duties for transportation department.
- Use transportation software programs to determine routes and stops.

Supervisory Responsibilities:

Supervision is not normally a responsibility of this position.

Language Skills:

Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures. Ability to read and comprehend instructions, correspondence and memos. Ability to write reports, business correspondence, school handbooks and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

Reasoning Ability:

Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Physical Demands:

The physical demands described here 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 the essential functions.

Physical Requirements:

- 1. In an eight-hour day employee may:
 - a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
 - b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
 - c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

- 2. Employee may use hands for repetitive:
Single Grasping Pushing and Pulling Fine Manipulation

- 3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No

- 4. Employee may need to:
 - a. Bend Frequently Occasionally Not at all
 - b. Squat Frequently Occasionally Not at all
 - c. Climb Stairs Frequently Occasionally Not at all
 - d. Lift Frequently Occasionally Not at all

- 5. Lifting:
 - Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.
I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Statement:

"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date