



JOB DESCRIPTION

JOB TITLE: Secretary V (Facilities)

Position Type: Classified	Department: Facilities/Maintenance (ASC)
Salary Schedule: Classified	Reports to: Director of Facilities
Salary Range: Range 28	
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the Facilities Director by performing a variety of office duties, maintaining records, and communication tasks in furtherance of the Administrative Service Department's objectives and responsibilities while recognizing and respecting the importance of maintaining confidentiality in all matters related to the district. Obtains financial data for use in maintaining accounting records.

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.

ESSENTIAL FUNCTIONS:

- Provides and receives information requiring some judgment of discretion regarding current and specific business of work system by computer, telephone or in person.
- Prepares composition of various reports and communication for all department functions as directed.
- Attends staff meetings, gives and receives information as required.
- Routinely and effectively schedules and communicates job assignments for subordinates and self, as may be required; i.e. hourly, daily, weekly, monthly or annually for efficient office management.
- Transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft/dictation.
- Compiles and/or types a variety of forms, reports and records from various reference sources.
- Creates and maintains manual and computerized files.
- Assists in maintaining official permanent records.
- Composes correspondence dealing with subject matter in ways that require some judgment or discretion, as assigned.

- Assists administrators and staff with concerns or questions and directs to appropriate person/department.
- Interacts with all schools and district office departments for maintenance work orders, emergencies and facility changes.
- Identifies resources, people, companies, county and state agency's as needed.
- Supervises temporary staff as assigned.
- Monitors budget for Facilities Department
- Audits and researches all invoices.
- Works directly with the Purchasing Department on expediting of any changes.
- Gathers information and specifications from vendors for invitation to bid.
- General knowledge of Arizona State Procurement Laws.
- Computes and records charges, refunds.
- Communicates with vendors, school and district staff regarding invoices, payments or solutions to problems.
- Processes invoices for payment
- Assists Facilities Director with Building Renewal in organization and procurement of related matters.
- Prepares, records, maintains and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Carries out research assignments, gathers and compiles data.
- Orders, receives and distributes supplies.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 1-4 employees in the Facilities office.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.

- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.