

BUILDINGS & GROUNDS WAREHOUSE SECRETARY

QUALIFICATIONS:

1. Valid High school graduation or equivalent. Training in secretarial procedures and three years of increasingly responsible secretarial experience, including recordkeeping. Experience in a construction or maintenance environment desirable. Or, advanced technical training in secretarial procedures may substitute on a month-for-month basis for up to two years of the required experience.
2. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; preparing and maintaining accurate records; and "and assisting in planning and managing projects.
3. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of English grammar and punctuation to write routine reports and correspondence; and office methods and practices.
4. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; reading and interpreting documents; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

REPORTS TO: Reports to Facilities Coordinator and the Grounds Coordinator.

JOB GOAL:

This position provides secretarial support to the Facilities Coordinator and Grounds Coordinator and the department. To perform a variety of secretarial functions to include establishing and maintaining records; coordinating and completing assigned projects; and compiling and distributing a wide variety of material and reports.

PERFORMANCE RESPONSIBILITIES:

1. Utilizes computer programs and office technologies to communicate and process data.
2. Answers telephone and emails; relaying emergency calls.
3. Logging, distributing and tracking work orders.
4. Processes requisitions, obtain quotes and follows up on purchase orders.

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BARNEGAT TOWNSHIP SCHOOL DISTRICT

5. Receives and verifies amounts on packing slips; attaches slips to purchase orders. Receives invoices and matches them to packing slips and purchase orders; researches discrepancies; forwards to Accounts Payable.
6. Maintains Master Task Calendar for department. Creates and maintains department procedures. Maintains inventory of office supplies and orders as needed.
7. Maintains database of department staff, assignments, hours, rates of pay, etc. Types and processes appropriate paperwork and submits to Payroll department. Receives, verifies and codes all timesheets. Tracks and records leave taken by employees, coordinating work assignments for substitute and O/T custodial staff.
8. Composes, types, distributes, and files correspondence, reports, memoranda, and forms. Obtains, organizes, and summarizes data as requested.
9. Monitors a wide variety of activities on behalf of the Facilities Department (e.g. meeting arrangements, work order status, etc.) for the purpose of achieving the goals and meeting target dates in compliance with established guidelines and regulatory requirements.
10. Coordinates and schedules the semi-annual fire inspections and all annual safety tests (e.g. backflow testing, water meter testing, boiler, elevator, bleacher, etc.)
11. Maintains departmental files, researches files as necessary to provide information.
12. Communicates with vendors regarding service orders.
13. Performs such other duties as may be directed by the Facilities Coordinator and the Grounds coordinator.
14. Communicates with vendors regarding service orders.

PHYSICAL DEMANDS:

1. The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
2. Persons performing service in this position classification may exert 5 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
3. This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
4. Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
5. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record