



Longview Independent School District

JOB DESCRIPTION

SECRETARY – PLANT SERVICES

JOB TITLE:	Secretary – Plant Services	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Operations	TERMS:	226 Days
DEPARTMENT:	Maintenance	PAY GRADE:	Clerical/Par 6

PRIMARY PURPOSE:

Organize and manage the routine work activities of the maintenance and custodial office and provide clerical services to the department head and other staff members

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge and Skills:

- STEM training, preferred
- Computer skills: Microsoft Word, PowerPoint, Excel
- Proficient in establishing and working with databases (defining fields and formulas), graphs, charts, and mail merge
- Proficient in using Internet to locate and download information
- Budgeting experience preferred
- Excellent interpersonal and oral and written communication skills with ability to proof and edit
- Multi-tasking, detailed oriented
- Ability to follow multiple directions
- Multi-line switchboard
- Operate district work order and Energy Management Systems
- Operate the software for requisitions and budget transfers

Experience:

Three years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Organize and manage the routine work activities with maximum efficiency and output
2. Perform varied typing tasks in the preparation of correspondence, forms, report, etc.



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Compile information for preparing various reports or documents
4. Exercise good telephone etiquette; take reliable messages
5. Receive, sort and organize mail and other documents
6. Prepare and process purchase orders, perform bookkeeping tasks, and monitor budget financial expenditures
7. Assist with payroll for custodial and maintenance
8. Keep documentation of State inspection records and certificates
9. Assist HVAC technicians with air, heat, and refrigeration systems
10. Open requisitions for maintenance budgets and entering invoices to be paid in a timely manner
11. Dispatch maintenance personnel by radio to resolve facility and maintenance issues in a timely manner
12. Assist the Integrated Pest Manager with State- and district-wide updates and information
13. Enter missed punches and callout time for maintenance personnel on the Time Clock Manager System
14. Maintain up-to-date district-wide training required by the district
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading; ability to perform basic mathematics; ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; interpret policy, procedures, and data; work with frequent interruptions; must be able to understand the logical flow of information within and among several computer programs

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020