

## **Fairfield Public Schools**

**Title:** Administrative Secretary – Maintenance (S-10, 12 months)

### **Job Purpose Statement:**

The Administrative Secretary – Maintenance independently and responsibly provides a variety of secretarial support services to the assigned administrator and maintenance department supervisors. He/she establishes and maintains department records; tracks department funds and purchases; compiles reports; and monitors assigned projects and /or program components. This position requires the incumbent have strong computer and multi-tasking skills as well as advanced secretarial and organizational skills. This job will deal with confidential information at times, and it is essential that the employee use discretion in the performance of duties.

### **Supervision Received:**

Receives general direction from the Executive Director of Operations. Receives task and project supervision from the Business Services Coordinator and Maintenance/Custodial Supervisors.

**Supervision Exercised:** None

### **Essential Job Functions:**

Utilizes new/current office technologies (e.g., Microsoft Suite) to communicate data for the purpose of conveying information and scheduling meetings.

Monitors a variety of activities (e.g. budget and program expenditures preventative maintenance activities, emergency procedures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.

Answers and screens incoming telephone calls. Receives packages from various mail distributors and vendors. Responds to inquiries and provides information as appropriate. Opens and distributes mail. Maintains office supply inventory.

Responsible for entering and tracking all purchase requisitions, purchase orders, quotes and invoices. This includes maintaining a variety of manual and electronic documents, files and records for the purpose of reconciling accounts as well as providing up-to-date account balance information.

Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

Coordinates, assists with scheduling, and electronically records all building preventative maintenance schedules with the Maintenance Supervisor. Communicates with vendors on various maintenance/custodial issues.

Responsible for electronically entering all custodial/maintenance staff overtime and sick/personal time accruals used.

Maintains the maintenance/custodial time off requests and absences.

Prepares and submits accident reports involving personnel and/or equipment.

Assists in contacting employees for assignment in emergency operations and overtime projects. Coordinates activities with personnel in other department to assure efficient response to emergencies.

Interacts with staff members, vendors and the public on a daily basis.

Performs other duties as assigned by the Executive Director of Operations or designee.

**Knowledge, Skills and Abilities:**

Thorough knowledge of modern office practices **and** procedures, computers, computer programs (Microsoft Excel, Word, Outlook, PowerPoint), calculators, copy machines and fax machines. MUNIS and/or Payroll processing experience preferred. Knowledge of business english, spelling and mathematics. Ability to relate in a positive, friendly manner with staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to follow written and oral instructions, perform word and data processing, basic bookkeeping tasks, organize and maintain files and records and operate a variety of office equipment.

**Minimum Qualifications Required:**

The skills and knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible office administrative experience; preferably in a maintenance office environment. Or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities with three years of office administrative experience. Advanced computer and interpersonal skills are required. The Secretary receives frequent telephone calls and other interruptions; it is essential that the secretary be able to multi-task while remaining pleasant, calm, efficient and helpful in all contacts.

**Physical Exertion/Environmental Conditions:**

Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members and the public.