

Job Title: Secretary to Director

Wage/Hour Status: Hourly

Reports to: Director

Pay Grade: 307

Dept. /School: Custodial Operations

Date Revised: March 5, 2020

Primary Purpose

Perform general office procedures and provide support in all matters pertaining to the Department District wide.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on District clerical test
- Strong working knowledge of District data management system
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Strong working knowledge of computers and software applications, to include MS Word, Excel, and other internet based applications

Experience

Four (4) years related experience

Major Responsibilities and Duties

1. Promote a positive image for the office through effective communication and maintain good rapport with District employees' at all organizational levels.
2. Manage the travel arrangements for Director and submit applicable paperwork.
3. Perform routine typing tasks to generate department documentation, records, and correspondence.
4. Maintain, organize, and file department records while maintaining confidentiality.
5. Monitor department communication center by answering telephones, directing calls, and receiving messages.
6. Assist the Director with production of reports and documents.
7. Receive and distribute department mail.
8. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
9. Initiate requisitions through purchase orders and the warehouse online ordering system, and distribute products accordingly.
10. Work independently receiving minimum detailed supervision and guidance.
11. Schedule appointments and maintain the Director's calendar.
12. Coordinate specific work requiring participation of other departments.
13. Provide reports, correspondence and verbal assistance to school officials.
14. Provide instructions to other employees under the supervisor's direction.
15. Prepare Board of Trustees (BOT) agenda items as needed.
16. Process department payroll and verifies through TEAMS.
17. Create purchase orders for custodial equipment and supplies district wide; receive items in TEAMS.
18. Receive and record orders for supplies, equipment, and services, and keep record of distribution.
19. Manage centralized management system for head custodians and custodians District wide.
20. Schedule and coordinate all trainings for the Department.
21. Oversee management of custodial substitutes' personnel system.
22. Schedule, organize, and notify departmental trainings.
23. Ensure employees receive proper documentation credit for staff development training.
24. Serve as backup for the Custodial Inspectors on TEAMS verification and approval of overtime payroll.

25. Serve as backup when Elementary School Secretaries are off duty, to enter and verify overtime for campus custodians.
26. Serve as a backup to head custodians for warehouse requisitions through TEAMS.
27. Monitor and verify department payroll through the District data management system and maintain vacation and discretionary leave requests for department personnel via TEAMS.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Personal computers, printer, scanner, fax machine, copier, typewriter, adding machine, and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.