

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Buildings and Grounds Secretary

CLASSIFICATION:

Administrator:
 GEEA
 ESP X _____ AFSCME _____ EXEMPT

DEPARTMENT:

Buildings and Grounds

REPORTS TO:

Director of Buildings and Grounds

GENERAL RESPONSIBILITIES

The Buildings and Grounds Secretary maintains and manages the Buildings and Grounds Department and provides support in all of the department's functions throughout the district.

ESSENTIAL JOB FUNCTIONS

- Provides clerical and administrative support to the Director of Buildings and Grounds.
- Duties include preparing and tracking purchase orders, preparing correspondence, checking receipt of orders, maintaining files, faxing, copying and using computer skills.
- Functions as the primary contact and liaison between buildings and grounds employees and other district employees.
- Provides detailed messages and screens calls for the Director of Buildings and Grounds and follows up with phone calls, as appropriate.
- Tracks, schedules, maintains forms, filing, and billing for facility usage including distributing weekly and yearly updates in individual usage reports to buildings, users, and outside agencies.
- Maintains and tracks work order database and prints work orders as required.
- Monitors card/ID readers for card-based lock system throughout the district; provides cards/ID district-wide and runs weekly reports.
- Distributes specialized reports to Administration and buildings such as Safety Reference Plans, Asbestos Abatement Reports, Vandalism Reports, etc.
- Maintains inventory control database.
- Provides substitute coverage at reception desk per monthly schedule or as needed.
- Interfaces with all levels within the District.

KNOWLEDGE AND SKILLS

- Knowledge of buildings and basic trades is preferred.
- Must be proficient in keyboarding and in the use of a personal computer, photocopier, telephone system and other general office equipment.
- Must be proficient with spreadsheet and word processing software.
- Requires good interpersonal skills
- Must have excellent organizational skills and be able to handle a number of tasks of a diverse nature simultaneously.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent.
- A minimum of 1 - 3 years clerical or secretarial experience preferred.

EVALUATION

- Director of Buildings and Grounds will evaluate annually.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 12 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing			X	
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.		X		
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature