

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Secretary to Director of Facilities Management

Purpose:

The job of Secretary to Director of Facilities Management was established for the purpose(s) of providing a variety of secretarial support to the assigned administrators and the department; establishing and maintaining records; coordinating and completing assigned projects; and compiling and distributing a wide variety of material and reports.

Essential Functions:

- Utilizes computer programs and new office technologies (e.g. GoogleDocs) to communicate data for the purpose of conveying information.
- Compiles data (e.g. work orders, budget reports, specialized reports, time sheets, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates and completes assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents files and records (e.g. work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of the Facilities Department (e.g. meeting arrangements, account balances, work order status, etc.) for the purpose of achieving the goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Prepares a variety of reports, documents and correspondence (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, invoices, etc.) for the purpose of disseminating information in compliance with established guidelines.
- Researches assigned topics (e.g. current practices, policies, building codes, etc.) for the purpose of providing information that addresses school operations through books (e.g. School Board Policy, building codes, etc.) and the Internet.
- Responds to written and verbal inquiries from a variety of internal and external sources using a customer service attitude for the purpose of providing information and/or providing direction.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance relating to the Facilities Department.
- Organizes and guides facilities department staff to complete tasks including inspections, maintenance repairs, electronic documentation, and/or paperwork.

Other Functions:

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in training for the purpose of updating skills as changes occur in District software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

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 planning and managing projects.

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.

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.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Performs all secretarial and clerical duties for the Department of Facilities Management
- Maintains records regarding Life Safety Amendments and Asbestos laws
- Processes all Facilities Department purchase orders
- Submits for payment all invoices including the district utility bills
- Coordinates and schedules the semi-annual fire inspections and all annual safety tests (e.g. backflow testing, water meter testing, boiler, elevator, bleacher, etc.)
- Processes work orders and prepares reports
- Assist with the preparation of Capital Outlay reports
- Organizes and purchases all uniform and custodial supplies
- Assist the Transportation Department with tracking the use of district vehicles
- Prepares all the bid notices and specifications
- Assists in coordinating emergency responses in the school district
- Coordinates the scheduling of all substitute custodians for the school district
- Tracks hours of part-time custodial personnel
- Distributes forms and coordinates reports necessary for Facilities Department matters to all building locations in the district
- Communicates with employees concerning various matters pertaining to terms of employment
- Maintains database of facilities department time off requests and absences
- Performs such other duties as may be directed by the Director of Facilities Management and the Custodial Supervisor

Education and/or Experience:

- Associates Degree required/Bachelor's Degree preferred.
- One to three years previous office work experience
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Director of Facilities Management

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%