

# Granite Falls School District

## 332 Secretary - Operations

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### Secretary - Operations

The duties for this assignment support all aspects of school district operations including maintenance, custodial, grounds, utilities, security, facility use and management, vehicle management, and risk management. Experience and knowledge of school district operations is desired. The successful candidate will be located in the reception area of the district office and will be responsible for assisting the public face-to-face and via the telephone and email.

### QUALIFICATIONS

- High school diploma or equivalent
- Excellent customer service skills and telephone etiquette
- Two years' clerical experience with progressively more responsibility, exhibiting strengths in attention to detail and math aptitude
- Significant experience in using PC computer applications: MS Word, MS Excel, MS Access, e-mail, and Internet
- Experience using Honeywell EBI Software preferred
- Proven experience working with community groups
- Excellent written and oral communication skills including excellent English usage, grammar and punctuation
- Excellent organizational skills coupled with the ability to successfully coordinate multiple priorities
- Pass secretarial skills test

### RESPONSIBILITIES

- Purchasing for Operations Department.
- Schedule and coordinate district-wide facility use including keys, security, heat, and lights.
- Maintain small works roster.
- Assist in setting tone for the front office as welcoming, calm, and professional; Perform usual office duties including answering phones, distributing mail, making copies, and filing.
- Communicate effectively with district and transportation staff, vendors, and the public to resolve problems and coordinate activities and processes.
- Prepare and maintain documents, files, and (confidential/non-confidential) records with accuracy in a timely manner.
- Perform secretarial/clerical/receptionist duties including answering and relaying telephone calls, typing, filing, ordering supplies and materials; maintaining accurate student and personnel correspondence and files; competently/accurately prepare district/state/federal reports; use organizational office procedures; maintain an orderly office environment; use customer service/public relations skills to promote a positive district image at all times; compute mathematical calculations; receive and distribute office mail as needed.
- Maintain confidentiality and trustworthiness; work independently with minimal supervision.
- Establish and maintain effective working relationships with staff and public.
- Type 50 WPM with accuracy.
- Work under pressure of deadlines with frequent interruptions, remain calm under stressful situations. Operate a variety of office machines.
- Other duties appropriate to the position, as assigned.

## **GENERAL SUMMARY**

The responsibilities of this position are to coordinate activities of a school office and serve as secretary to the school principal or other administrator, including promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

## **ESSENTIAL FUNCTIONS**

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

Depending upon the individual assignment, the Building Secretary performs all or a combination of several of the following duties:

1. Coordinate the operation of the office; greet students, parents, staff and the public; answer a wide variety of telephone and in-person inquiries; provide a variety of information on procedures, events and schedules; promote positive public relations for the District/school.
2. Maintain a variety of detailed program and school records, such as budgets, student counts, enrollment, registration, attendance, vocational, athletics, timesheets, and other administrative records for revenue tracking/generation and legal compliance; compile data and perform calculations; prepare a variety of reports; maintain student records/transcripts.
3. May prepare and process requisitions and purchase orders for the school; order supplies, materials and equipment; process, stock and distribute materials; maintain accounting books; track expenditures and prepare reports; process invoices and payment orders; perform bookkeeping and revenue collection/deposits for the general fund (including banking).
4. Serve as secretary; compose, format and type a wide variety of correspondence, memoranda, newsletters, bulletins, manuals, forms, reports, meeting minutes, records and other materials; duplicate and distribute materials; screen calls; maintain appointment calendar; schedule meetings; open and route mail; serve as facility usage coordinator.
5. Maintain and report payroll records for building staff; call for classified substitutes as needed; orient substitutes assigned to building.
6. Perform a variety of specialized functions, which may include: contacting parents, coordinating and preparing for special events and programs, taking and maintaining inventory and other administrative support assignments; ensuring maintenance of office equipment; receiving and distributing messages.
7. Develop written procedures for functions for staff such as attendance, reporting systems, sibling synchronization, etc.
8. May provide training and guidance; assign and review work.
9. Track a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
10. May provide first aid to ill and injured students; assesses need for emergency or parental contact.
11. Provide secretarial assistance to other administrators, teachers, specialists and parent volunteers as time permits.
12. Provide a variety of building and program services to create a positive environment.

## **REPORTING RELATIONSHIPS**

Reports to Operations Supervisor and/or Director of Business and Operations.

## **MENTAL DEMANDS**

Requires proficiency, diplomacy, discretion, and effective oral/written communication skills in the form of student/public relations and conflict/problem resolution; requires good listening skills; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires considerable concentration and quick return-to-work abilities because of frequent interruptions; requires adaptability and flexibility to different student, staff, parent, and community learning/working styles and abilities to promote effective relationships; requires effective on-the-spot decision-making and problem-solving skills; requires performing under stress when confronted with emergency, critical and unusual situations, and day-to-day deadlines; stress and/or tension is an occasional part of the job; requires ability to establish and complete objectives; requires substantial self-discipline in behavior and attitude; requires modeling effective and appropriate behavior at all times; frequently requires working with distraught, angry or hostile individuals; requires efficient, adept organization and time management skills; requires working independently with minimal supervision; requires working as a team member with office staff; requires establishment of priorities and frequently re-channeling efforts to meet deadlines for projects and reports; requires performance of detailed work in reference to preparation and computation of data, and analysis of information both verbally and in written form; requires a high level of proficiency in reading, writing, and average ability in mathematics; requires understanding of a variety of laws and regulations governing Washington State schools furnished in written, oral, diagram, or schedule form; requires maintenance of strict confidentiality and display loyalty and integrity to employer; requires high degree of proficiency in English usage including grammar and spelling; requires high degree of proficiency in secretarial skills including composition and formatting of correspondence, setting up and maintaining accurate files and records, taking and transcribing dictation, operation of a variety of office machines, accurate keyboarding with speed, and proper telephone etiquette; requires understanding and proficiency in operation of personal computer and software programs.

## **PHYSICAL DEMANDS**

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; accurate keyboarding skills of 50 wpm or better; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; good visual and hearing ability; requires operation of office equipment and computer; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to infectious diseases carried by students; may be exposure to bodily fluids in the health room and required to wear gloves as necessary; may require restraining out-of-control students.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

High school diploma or equivalent and three years of increasingly responsible office experience, including records maintenance, bookkeeping and customer service. Advanced training in secretarial procedures may substitute for up to two years of the required experience on a year-for-year basis. Experience dealing with school-aged children preferred.

### Licenses/Special Requirements

Fingerprinting required (satisfactory background clearance results); depending on assignment, current first aid and CPR certification and annual HIV training.