



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Operations Secretary

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 240

**REPORTS TO:** Executive Director of Operations

**DATE REVISED:** 01/2025

**PRIMARY PURPOSE:**

- Prepares reports and maintains records for all maintenance activities.

**QUALIFICATIONS:**

**Minimum Education / Certification:**

- High School Diploma or GED

**Special Knowledge Skills:**

- Proficient typing, keyboard, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.

**Minimum Experience:**

- Three years secretarial experience, preferably in public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Process maintenance trouble call work orders.
2. Distribute maintenance mail.
3. Record employee absentee activity and manage payroll for the Maintenance Department.
4. Provide emergency response duty schedule.
5. Perform records management.
6. Track job costs for regular operations and project reports.
7. Handle telephone traffic.
8. Track and reconcile manual purchase orders and processes regular purchase orders on the mainframe for the maintenance and transportation departments.
9. Accumulate data and develops special reports for maintenance department.
10. Process and schedule "facility use" requests and disperse access keys.
11. Assist the maintenance and custodial supervisors with paperwork.
12. Maintain high level of understanding and compliance with applicable federal, state, and local environmental and safety regulations and training.
13. Maintain safe environment in all work situations.
14. Report safety and maintenance needs or concerns to supervisor.
15. Stay updated on safety policies and procedures applicable to job assignment.

**Other:**

16. Maintain good working communications with co-workers and other staff members.
17. Maintain good attitude in difficult situations.
18. Help maintain cohesiveness among employees.
19. Perform duties in a timely and organized manner.
20. Effectively utilize personnel when assigned.
21. Is punctual in all aspects of work activities.
22. Comply with policies and procedures as outlined in employee handbook and addendum.
23. Adhere to proper channels when communicating ideas, problems, etc.
24. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

May work prolonged or irregular hours.

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**