



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: 09/2025

PRIMARY PURPOSE:

- Provides comprehensive administrative and clerical support to the Division of Operations, including maintenance, custodial, transportation, facility use, and bond project functions. Ensures accurate record keeping, payroll processing, purchasing, compliance documentation, and reporting to support efficient and safe operations districtwide.

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 word processing documents
- Ability to learn and adapt to new district software systems (e.g., work order management, financial, and scheduling platforms)

Minimum Experience:

- Three years of secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Clerical and Administrative Support

1. Process and track work orders for maintenance and operations needs across all departments.
2. Distribute Operations correspondence, including mail, reports, and notices.
3. Record employee attendance and manage payroll reporting for assigned Operations departments (Maintenance, Custodial, Transportation).
4. Assist with scheduling, including emergency duty rosters and departmental calendars.
5. Maintain organized files, records, and reports for Operations functions.
6. Manage incoming calls and serve as a point of contact for the Division of Operations office.
7. Provide clerical support to department supervisors and directors across Operations.

Purchasing and Financial Support

1. Process, reconcile, and track purchase orders and invoices for Operations departments
2. Track job costs and develop reports for maintenance, transportation, custodial, and facilities projects.
3. Assist with payroll reporting, budget tracking, and expense reconciliation as directed.

Bond and Facilities Support

1. Assist with document preparation, filing, and correspondence related to bond projects and facilities planning.
2. Track purchase orders, invoices, and expenditures related to bond-funded work.
3. Maintain organized bond project files, schedules, and reports for Operations leadership.
4. Provide clerical support for meetings with architects, contractors, consultants, and project managers.
5. Process and schedule district facility use requests; manage access keys and related documentation.

Compliance and Safety

1. Maintain compliance documentation related to federal, state, and local safety and environmental regulations.
2. Report operational and safety needs to supervisors in a timely manner.
3. Stay updated on district safety and operational policies relevant to assigned duties.

Professional and Other Duties

1. Maintain professional and positive working relationships with staff and stakeholders.

2. Demonstrate reliability, punctuality, and organization in all tasks.
3. Contribute to a collaborative team environment with the Division of Operations.
4. Comply with district policies and procedures as outlined in the employee handbook.
5. Perform other duties as assigned by the Executive Director of Operations.

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.