



JOB DESCRIPTION

POSITION: Facilities Management Secretary Part-Time

LOCATION: Facilities Department

SALARY: Based on current Salary Schedule

DUTIES AND RESPONSIBILITIES:

1. Responsible for the daily administrative duties of the Facilities Department.
2. Performs a variety of administrative and technical duties which include, but are not limited to: organizing, monitoring, evaluating and addressing the flow of work required to make recommendations to the Facilities Manager.
3. Responsible for proper encoding of Facilities Management work orders on a daily basis into the Facilities Management Information System. Makes updates on a daily basis to the FMIS system to show progress of information.
4. Ensures that Vendor files include all required documents with proper signatures. Have knowledge of the content and proper recall of information and correspondence.
5. Reviews all incoming/outgoing mail and routes to Facilities Manager.
6. Obtains oral or written direction from the Facilities Manager for price bid/quotes for maintenance repair costs. Produces all documents for review and approval for obligating funds and invoice bills in a timely manner.
7. Prepares and maintains all pertinent documents for fuel, electrical, fire protection, contractors, etc.; and processes for review and approval for payment.
8. Must follow Mandaree School District and Bureau of Indian Education guidelines.
9. Performs other duties as assigned by Facilities Manager.

SKILLS AND KNOWLEDGE:

1. Must be computer literate.
2. Ability to communicate both in writing and orally.
3. Must exhibit positive public skills and professionalism.
4. Handling incoming telephone calls with proper phone etiquette.
5. Plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies or accepted practices of the occupation.

PHYSICAL EFFORT:

1. Long hours of sitting in front of the computer monitor.
2. Keyboarding, filing, walking and lifting.

WORKING CONDITIONS:

1. Duties performed in an office setting.
2. Completed work will be evaluated for technical soundness and conformity to policy and requirements of the program.

QUALIFICATIONS:

1. Associates degree in Secretarial Science preferred or 2 year Associates Degree or a minimum of five years of successful experience in an office setting.
2. Must have effective and professional communication skills.
3. Must follow the District's Drug and Alcohol Policy.
4. Must pass a background investigation.

SUPERVISION:

1. None

EVALUATION:

Facilities Manager