

**Job Title: FACILITIES AND CONSTRUCTION SECRETARY**

**Definition:**

Under the general supervision of the Assistant Superintendent of Business Services and direct supervision of the Director of Facilities and Construction, performs difficult and complex mathematical and clerical work in support of the Department including financial and statistical records.

**Distinguishing Characteristics:**

This classification is distinguished from others in this series in that the incumbent performs a variety of complex clerical work including the preparation of statistical records relating to facilities and construction and performs specialized and responsible functions where special knowledge and independent judgment are required.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Compiles information from various sources pertaining to Facilities operations, conforming to the requirements of State and Federal regulations and established District procedures and policies.
2. Processes department correspondence, reports, answers phones, etc. for the Facilities Department.
3. Writes, types, and distributes memoranda, bulletins, reports and statistical data.
4. Set up and maintain all necessary files for all facilities operations.
5. Manages and maintains department systems including but not limited to Work Order system and timekeeping systems.
6. Submit project applications, submission of contract documents (OPSC), funding applications, financial reporting and responses to requests for information (architect, city planning, District facilities consultant, etc.) in cooperation with Accounting Department.
7. Maintain project analysis and facilities data (footage, utility, student capacity, historical construction, modernization projects, modular building location, title reports, and grant deeds) in cooperation with accounting department.
8. Participate in meetings with other districts, vendors, consultants, agencies, or others as needed.
9. Prepare Board action items and filing requirements related to construction, and five (5) year Facilities master plan.
10. Supports other departments' clerical staff in the processes and procedures of the Facilities Department including training.
11. Work with OPSC Project Manager and audit staff on open projects and closeouts.
12. Prepare Lancaster Schools Facilities Corporation tax filings after annual meetings.
13. Assist with preparation of project applications, correspondence and related documents including Board action agenda.
14. Assist with submittal of project applications, funding applications, responses to requests for information.
15. Review contract documents and submit to OPSC in coordination with accounting department.
16. Maintain project analysis form by project.
17. Prepares construction documents and purchase requisitions for presentation to accounting for payment of expenditures.
18. Maintains and assist in the development of budgetary request and agencies.
19. Provides support and direction to members of the Facilities Department.
20. Performs other related duties as assigned.

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**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office and secretarial procedures
- Efficient record-keeping techniques
- Use of computer and related software
- School District policies and procedures
- General accounting knowledge
- Business correspondence

**Skill and Ability to:**

- Perform Secretarial and accounting procedures involving independent judgment and requiring accuracy and speed.
- Develop and maintain a variety of records.
- Perform difficult and complex mathematical calculation with speed and accuracy.
- Keyboard neatly and accurately at least 50 wpm on a five-minute test
- Maintain harmonious relations and provides exemplary customer service with staff and public.
- Compose letter, memoranda, and bulletins independently using correct format.
- Experience and knowledge of construction terminology.
- Maintain professional confidentiality.
- Maintain professional standards in written and oral communications.

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional classes in accounting, and office procedures. Knowledge of construction and maintenance processes and terminology.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Range: 35

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<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking		X	
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write			X
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine		X	