



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SECRETARY TO FACILITIES

QUALIFICATIONS:

1. Possesses High School Diploma (required)
2. Minimum 5 years experience as a secretary.
3. Post-high school professional training required with an emphasis in computer technology.
4. Demonstrates effective communications, organization, record keeping and interpersonal skills.
5. Proficiency in the use of computer equipment, Microsoft Office Productivity applications and other technological media.
6. Able to maintain confidentiality as required and appropriate.
7. Successfully completes required criminal history and proof of U.S. citizenship or legal resident status.
8. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: The Director of Plant, Operations and Maintenance and/or designee.

JOB GOAL: To serve as a Secretary to the Director of Plant, Operations and Maintenance and/or designee, contributing to the smooth and efficient operation of the facilities department offices (e.g. building and grounds and transportation).

PERFORMANCE DUTIES:

1. **Work Performance**
 - a. Performs a variety of administrative assistance and work as assigned by the Director of Plant, Operations and Maintenance and/or designee.
 - b. Maintains an administrative job calendar and utilizes its contents to keep the Director of Plant, Operations and Maintenance and/or designee informed.

- c. Establishes and organizes office filing system and organizes employee data including observation/evaluation forms, requests for overtime and travel reimbursement as well as other data, training and certification.
- d. Assists in work orders.
- e. Provides input with the ordering of supplies and materials as needed. Submits Purchase Orders and follows-up on deliveries.
- f. Processes all mail/correspondence maintaining appropriate records and filing mail/correspondence as needed.
- g. Establishes and maintains a filing system both for “hard copy and for computer filing, as well as a set of locked files.
- h. Oversees hand recognition system to ensure accuracy of data.
- i. Maintains all regulatory files including, but not limited to, AHERA, Right to Know, Blood borne Pathogens.

2. **Work Traits:**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions and work cooperatively with colleagues.
- c. Self starter, demonstrates initiative, independence and decision making appropriate to the performance of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. **Professional Development**

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job related skills.

4. **School/ Community Relations**

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone.

5. **Other**

Performs such other tasks and assumes such other responsibilities as assigned by the Director of Plant, Operations and Maintenance and/or designee.

Terms of Employment: Salary and work year to be established by the Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board Policy on Evaluation of Non-certified personnel.

Source: Regular Board Meeting

Date: June 13, 2007

REVISED: **September 19, 2012**