

Seward County Community College
Structured Compensation - Job Description
Secy Buildings, Grounds, And Security

Data Year: 2015

Prepared On: 12/06/2017

Department:	Facilities	Grade:	6
Reports To:	Director	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Roger Scheib	Effective Date:	01/01/2010
		Revised Date:	08/09/2015

Role:

To assist with day-to-day operations of the department and perform light maintenance duties. Employee will be working independently as well as with a team.

Essential Functions & Responsibilities:

- E 50% Answers the telephone and transfers calls or relays messages to the appropriate person; receives visitors and may channel them to the proper party; performs secretarial duties for maintenance and security. Duties include correspondence for supervisor, making travel arrangements/appointments and assisting with time and attendance. Maintains and updates documentation and reports via office automation system (word processing and spreadsheet files). List is not comprehensive.
- N 20% Maintains and updates keys and key system and creates signage.
- N 15% Maintains supplies and inventory for office, equipment, and custodial staff.
- N 10% Maintains and updates reports and files e.g. state fire marshal, safety data sheets (SDS), etc.
- N 5% Performs other duties as assigned

Performance Measurements:

1. Maintains confidentiality of records and information.
2. All files and records are current and well organized.
3. Maintains key system up to date and accurately records and issues keys as requests are received.
4. Performs general errands for the department when assigned.
5. Completes interior signage timely.
6. Utilizes Banner for tracking of packages and equipment for dispersing to appropriate departments and initiating payments as needed.
7. Tracks eSupport tickets and assigns daily.
8. Maintains and updates purchase order system daily.
9. Maintains a friendly, professional work environment and attitude when working with others.

Knowledge and Skills:

- Experience Six months to two years of similar or related experience.

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Education	A high school education or GED.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	<p>Knowledge:</p> <ol style="list-style-type: none">(1) General knowledge of basic office procedures e.g., filing, keyboarding, answering phone, office equipment, etc.(2) Knowledge of record keeping techniques both paper and electronic(3) Knowledge of basic math(4) Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar(5) Knowledge of MS Office applications <p>Skills:</p> <ol style="list-style-type: none">(1) Interpersonal skills of courtesy, tact, confidentiality and diplomacy(2) Maintain a professional work environment(3) Excellent customer service skills and conveying of information effectively(4) Multi tasks with frequent interruptions(5) Proficient in the use of MS Word, Excel, Internet Explorer, and Outlook <p>Abilities:</p> <ol style="list-style-type: none">(1) Understand and follow oral and written directions(2) Learn new skills and adapt to new concepts(3) Learn additional software as needed(4) Enter data with proficiency and accuracy(5) Maintain confidential information(6) Complete tasks with frequent interruptions(7) Operate office equipment(8) Maintain a valid driver's license(9) Meet time lines(10) Work as a team member(11) Plan, organize, and manage time(12) See details at close range(13) Arrange things or actions in a certain pattern according to specific rule or set of rules (e.g., patterns of numbers, letters, words, mathematical operations)(14) Concentrate and work effectively on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 2 hours at one time with a total of 5 hours</p> <p>Standing for a period of 1/2 hour at one time with a total of 1 hour</p> <p>Walking for a period of 1/2 hour at one time with a total of 2 hours</p>

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Lifting up to 10 lbs occasionally

Carrying up to 10 occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling

Bending, squatting, and reaching above shoulder level occasionally

Keyboarding 3-4 hours daily

Drive a vehicle and golf cart

Work Environment Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature