

Job Description
Bismarck Public Schools

Secretary IV - (Facilities & Transportation)

Purpose Statement

The job of Secretary IV - (Facilities & Transportation) is done for the purpose/s of providing a variety of secretarial support to assigned administrator and department at the district level; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to the Director of Facilities and Transportation.

Essential Functions

- Assists with a variety of processes (e.g. substitute custodial program, general correspondence and special projects, time and attendance record keeping, radio dispatch, submittal of Workforce Safety 'incident' reports, driver information binders, etc.) for the purpose of providing all necessary processes for Facilities and Transportation.
- Attends department and/or in-service meetings for the purpose of conveying and gathering information required to perform functions.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, Student Management System for student transportation eligibility, student busing list accuracy, etc.) for the purpose of completing processes and delivering services in a timely fashion.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability. Maintains a variety of manual and electronic documents files and records (e.g. building maintenance updates, employee files, adequate inventory of general office materials, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Processes a variety of documents and materials (e.g. meeting minutes, orders for staff uniforms, etc.) for the purpose of implementing necessary information in compliance with established administrative guidelines.
- Provides coordination with all departments (e.g. transportation of music risers, staging, sound shells, display boards, etc.) for the purpose of ensuring timely, efficient provision of necessary activity inventory.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and working in multiple locations (by assignment).

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non Exempt

Salary Grade: SJ