

LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Head Department Office Professional–Operations Services

REPORTS TO: Director of Operations Services

DIRECTS:

BASIC FUNCTION: Supports the mission, vision and goals of the district by the excellent performance of secretarial and support duties for the Operations Services department. Coordinates secretarial tasks for the efficient and service-oriented operation of the Facilities Group (Maintenance, Grounds, Custodial, Resource Conservation) and Technology department. Employee has extensive knowledge of office operating procedures relative to the departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Secretarial
 - Perform all secretarial tasks associated with the needs of the Director of Operations Services and assist the Custodial, Maintenance/Grounds and Technology departments as required.
 - Organize, prioritize and efficiently accomplish assigned office tasks.
 - Format, type and edit correspondence, memoranda, flyers, forms and reports on computer equipment; compose, duplicate and distribute materials as needed.
 - Keep department Director and Supervisors informed of significant and important items that require their attention or action.
 - Attend office, staff, and/or building meetings.
 - Set up and maintain efficient filing systems such as purchase order logs, capital projects records, tracking reports, building support records, etc that comply with state records requirements.
 - Categorize, organize and route incoming mail according to priorities set by the Director.
 - Answer phones for the department and assist with front desk receptionist responsibilities when assigned. Record and maintain records of in-coming telephone calls.
 - Type correspondence relating to the department (i.e., land purchases, on-going projects, moving manuals, etc.).
 - Prepare and break down meeting setups in a variety of locations.
- Financial
 - Process and track department invoices.
 - Enter purchase orders into the WSIPC data processing system.
 - Balance department procurement cards.
 - Process timesheets and leave requests.
 - Coordinate arrangements for workshops and seminars for the department staff.
 - Assist department Director with budget planning.
- Public Works
 - Assist with obtaining information and typing bid specifications for various projects.
 - Issue notifications for proposals and bids.
 - Track public works projects for necessary paperwork and activities. Report status to the Director for action.
 - Maintain Small Works roster.
- Facilities
 - Provide telephone customer service for district staff facilities needs.
 - Triage, create and report work orders through the use of Maintenance Direct in SchoolDude.
 - Maintain door access control database. Provide or remove permissions to staff.

- Order new and existing keys and cores for the district; maintain master lists of security related information; issue building keys and security access numbers for all district facilities.
- Coordinate substitute custodial needs when Supervisor is absent.
- Coordinate telephone service and telephone needs.
- Locate and order supplies and parts for the custodial, maintenance, and grounds departments.
- Manage required notices for facilities activities.
- Understand the Facilities Scheduling module in SchoolDude. Create and modify events.
- Safety
 - Attend Safety Committee meetings and take minutes
 - Maintain Emergency Preparedness handbook.
 - Maintain emergency communication lists.
 - Provide communications, operations and logistics support in the event of an emergency.
 - Manage health, fire and L&I inspection reports.
- General
 - Know and follow district policies and procedures.
 - Remain flexible and team-oriented.
 - Promote and practice professional growth and development.
 - Other duties as described in job description or as may be assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Formal education in modern business office practices
3. Three years secretarial or related office experience. Additional related experience may substitute for formal education as deemed appropriate.
4. Experience in Public Works environment desired.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license
2. First Aid/CPR card

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Ability to maintain a positive attitude at all times
- Capable at self-managing multiple projects in a friendly and caring manner
- Verifiable effective oral, written and interpersonal communication skills
- Knowledge regarding the everyday operation of public facilities
- Proficient computer skills including the use of Microsoft Excel and Word, Google Docs and Gmail and the Internet

- Demonstrated secretarial skills
 - ✓ Keyboarding 55 wpm
 - ✓ Ability to use correct grammar and punctuation
 - ✓ Ability to use a variety of office machines
- Proficient in the use of WSIPC database as it applies to budget
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to work under pressure with constant interruptions, and meet deadlines
- Demonstrated abilities in self-direction and sound judgment
- Ability to compile data and write reports, memos and letters with minimal direction from the Director
- Demonstrated skills and/or abilities in: self-motivation, independent judgment, critical and analytical thinking, organizational and project time management
- Willingness to learn and apply new skills to accommodate a changing work environment
- Ability to remain flexible to change in assignments or situations
- Know and follow district policies and procedures
- Ability to practice ethical and professional standards of conduct, including confidentiality

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Director of Operations Services
- Maintenance & Grounds, Custodial, Technology and Transportation Supervisors
- Educational Services Center administrators and secretaries
- Building principals, district staff and general public

TERMS OF EMPLOYMENT:

Work Hours/Days: Up to 8 hours per day /260 days per fiscal year
Salary: Per PSE Office Professional CBA - Group IV
Benefits: Per PSE Office Professional CBA, District policy and procedures

EVALUATION: Director of Operations Services

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.