

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE SECRETARY FOR COORDINATOR FOR MAINTENANCE**

**Reports To: COORDINATOR FOR MAINTENANCE**

**General Job Description:**

Working under general supervision, provide administrative support to the Coordinator for Maintenance and Maintenance Supervisor. Perform dispatching, troubleshooting, and maintenance of Schooldude computer system.

**Essential Duties and Responsibilities:**

1. Receive and route District non-emergency and emergency calls related to maintenance of buildings for the purpose of dispatching maintenance staff including tracking work orders, labor hours, material purchases, etc. for the purpose of payment by business office.
2. Telephone and radio communication skills.
3. Assist supervisor in mechanical and vehicle maintenance, including verification of vehicle gas tickets to submit to business office for payment.
4. Prepare and receive shipments from UPS for the district, including receiving shipments in the absence of warehouse personnel.
5. Perform general office duties, i.e. office memorandums, purchase orders, maintenance of office files, process maintenance employee time sheets, process maintenance employee workers compensation claims, leaves and absences.
6. Maintain computer system, Schooldude, for district secretaries and administrators to order supplies and request work orders, including training users and assisting in troubleshooting problems.
7. Assist supervisor in maintenance of District inventory relative to transfer and deletion of items and assigning inventory numbers.
8. Assist supervisor to prepare and maintain bid packets and requests for proposals for District warehouse items and blanket purchase orders for maintenance department.
9. Maintain and process district building keys, i.e. school buildings employees and temporary keys for non-employees using school buildings.
10. Follow District policies and administrative rules and regulations.
11. Handle information that is confidential regarding personnel and labor relations issues.
12. Keep Coordinator and/or his/her assistants aware of communications from the buildings.
13. Maintain computer documentation of completed or pending work orders.
14. Issue purchase order numbers, receive purchase orders, and maintain purchase order list.
15. Prepare periodic reports and meet established time deadlines on all reports.
16. Maintain files and documentation.
17. May be required to deliver or pick up materials.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 7 hours per day.
21. Work independently with very little supervision.
22. May be required to perform other related duties/functions as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED.
2. Three years' experience in a clerical position, at least one of which should have been in an educational environment.
3. Valid Drivers' license and Car Insurance.

**ADMINISTRATIVE SECRETARY TO THE COORDINATOR FOR MAINTENANCE (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May require making site/school visits. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**