

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: District Secretary – Maintenance
Job No: 269

POSITION SUMMARY: Under the supervision of the Supervisor of Maintenance Services and the Supervisor of Custodial Services, or designate, perform administrative/clerical/receptionist duties.

POSITION DUTIES AND RESPONSIBILITIES:

Prepare materials including correspondence, reports, budget documentation, tenders, minutes, purchase orders, work orders, etc. using a variety of computer programs

Access Direct Digital Control program to adjust temperatures

Directly administer and control computerized maintenance management system. This includes support for remote users

Access and maintain Fire/Intruder Alarm Software

Access G/L accounts and run SDS reports and reconcile rental receivables to General Ledger

Authorize and ensure correct accounts on purchase card charges made by maintenance staff

Handle emergency requests

Receive and verify the receipt of goods

Coordinate delivery truck

Coordinate, process and invoice rental of school district facilities

Prepare journal entries for job orders

Monitor and maintain maintenance office accounts

Maintain and reconcile petty cash fund

Receive and receipt monies

Maintain a variety of files and records

Receive, screen and direct phone calls and mail

Communicate with staff and others and respond to inquiries and provide general information

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six (6) months specialized training courses in office administration or business management including basic accounting courses equivalent to Okanagan College BAC11 and BAC12
- One (1) year recent successful experience in a school or district based secretarial position to gain broad office experience including the proven ability to operate the school district administrative computer package.
- Keyboarding 60 wpm
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Proven ability to operate the School District administration computer package

KNOWLEDGE, ABILITIES AND SKILLS:

- Proven ability to communicate effectively, both orally and in writing, with employees and the public.
- Proven organizational skills.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: July 13, 2011

Revision July, 2011