

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Secretary to Chief Operations Officer

Board Approved July 2, 2012

QUALIFICATIONS:

1. High school graduate
2. Five (5) years of responsible secretarial and clerical experience
3. Fundamental knowledge of financial record keeping
4. Knowledge of modern office methods, appliances and practices
5. Proper English usage, grammar, spelling and punctuation
6. Ability to work independently in absence of direct supervision
7. Ability to analyze situations accurately and take effective action
8. Ability to communicate effectively with others
9. Ability to handle emergency situations calmly and effectively
10. Ability to maintain accurate records as required
11. Skill to type 50 words per minute
12. Skill to follow verbal and written instructions
13. Skill to maintain efficient filing of records
14. Skill to maintain effective working relationships with administrative personnel and staff

SUPERVISES: N/A

REPORTS TO: Chief Operations Officer

JOB GOAL:

To insure the efficient operations of the office for school maintenance and to assist the maintenance department in providing fast, efficient customer service to all sites

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Assist in monitoring annual budget for maintenance department
2. Initiate and maintain a variety of files and records of information such as payroll, attendance, budget, production and cost records
3. Issue purchase orders and process requisitions and send to the accounting department
4. Receive monthly time sheets and check all time sheets for correctness and accuracy
5. Monitor and log maintenance vehicles travel via Fuelman® weekly summary
6. Answer telephone and radio
7. Take all incoming calls including emergencies, record nature of call on work order and determine which trade will be responsible (consult COO if needed) and dispatch technician(s) to the site
8. Perform other duties as assigned

TERMS OF EMPLOYMENT:

Twelve (12) months

EVALUATION:

Performance of this position will be evaluated annually in accordance with the evaluation procedures for classified employees.