

Job Description

Job Title: Executive Secretary I, Plant Services

Position Code:

Job Classification: Non-exempt

Supervisor: Executive Director, Plant Services

Pay Grade: 23S

Contract Length: 245 Days

Job Summary

Position is responsible for providing administrative and secretarial support to the Executive Director and 2 Supervisors

Essential Duties:

1. Performs a variety of administrative and/or secretarial duties for the Executive Director of a critical and often confidential basis involving division-wide projects with major budgetary impact. Gathers data from diverse sources, creates reports and disseminates information
2. Handles all aspects of energy usage reporting for the division, which entails tracking and reporting on utility usage and cost for the school division which requires keen attention to detail and accuracy. Reconciles billing discrepancies and monitors utility budgets for reporting back to the Executive Director and Energy Manager. Enters all billings into the financial accounting system and ensures prompt and timely handling.
3. Answers calls in rotation with other office personnel, dispatching maintenance workers, generate work orders, utilizing department's computerized maintenance management system.
4. Types letters; proofreads and edits documents.
5. Handles FS Direct training, and associated questions, calls, reports when needed.
6. Creates Word documents, Excel spreadsheets and Powerpoint presentations upon request.
7. Maintains and tracks budgets for the department; monitors expenditures and performs simple analysis on accounts. Provides Supervisors with reports on expenditures in their areas of responsibility and provides the Executive Director with recurring monthly financial reports obtained through the database.
8. Acts as the office manager for all clerical and accounting staff. Assigns special projects as requested by Supervisors, balances work loads among individuals and ensures coverage of the office and its function as relates to scheduled or sick leave.
9. Process all payroll and payroll related documentation for the maintenance sector of the department. Processes custodial payroll in the absence of the Secretary III.
10. Assists the Executive Director in public presentation of the annual operating and CIP budget. Creates historical comparisons based on self-directed research of departmental archived records.
11. Maintains records and filing of major facility components' warranty claims and contacts outside vendors for warranty repairs as needed. Follows-up until completion.
12. Plans and arranges meetings under general instructions from the meeting organizer. Communicates arrangements and carries out all necessary pre-meeting preparations.
13. Does cost accounting duties associated with the departmental interaction needs with the school division's financial management system.
14. Utilize the Munis ERP system for entering requisitions, approving invoices, posting receipts, processing check requests.
15. Enters fiscal year budget for the Plant Services Department in the Munis ERP system.
16. Greets any visitors to the department.
17. Organize departmental United Way fundraiser.
18. Provide support to Environmental and Safety Supervisor, Maintenance Supervisor, Energy Manager, and Facilities Project Supervisor as needed.
19. Models non-discriminatory practices in all activities.
20. Performs any other related duties as assigned by the Executive Director, Plant Services or appropriate assigned administrator.

Job Specification

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications:

Completion of standard high school diploma or GED with completion of business school or some college coursework desirable, or any equivalent experience or training. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Must have the ability to exercise professional decorum. Excellent computer skills involving use of Microsoft Office programs with emphasis on Excel and Word, and PowerPoint, in that order. Database familiarity desirable. Must possess excellent organizational skills and the ability to handle details accurately. Ability to complete routine memos and letters from general instructions.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal, and to perform; see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal levels on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside the regular working hours.

Supervision Exercised: Office clerical staff

Supervision Received: Executive Director, Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary will be required to follow any other instructions and to perform any other related duties as assigned by the Maintenance Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date