

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	ADMINISTRATIVE SECRETARY TO TRANSPORTATION AND SUPPORT SERVICES	REPORTS TO:	Custodial / Maintenance Supervisor
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- Have working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Previous experience as a secretary preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To assist the Director of Transportation and other Support Services in daily operations

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Maintain confidentiality of all information
2. Maintains an accurate filing system for correspondence and other office materials
3. As assigned, coordinate district contracted services as they apply to facilities
4. Receives and routes incoming calls and mail to the appropriate support staff member
5. Assist the support services supervisors or designee with the processing of supply requisitions according to established procedures
6. Assist head custodians and maintenance/grounds staff with supply inventory management and ordering of supplies, equipment and materials
7. Assists with processing purchase orders, invoices, and similar documents
8. Assists with tagging, locating, and logging equipment for inventory purposes
9. Ability to work independently, multi-task, and work under minimum supervision
10. Maintain and update maintenance management software
11. Ability to accept challenges of a changing daily work schedule
12. Strives constantly to promote the safety, health, and comfort of the students and staff
13. Perform specific duties related to assignments by the custodial/maintenance supervisor or designee to ensure an efficient and effective operation and maintenance of the buildings and grounds
14. Input payroll hours for drivers and all substitutes in support services
15. Maintains appropriate bookkeeping functions to log maintenance and repairs, purchases, mileage reimbursement, and others as needed
16. Enters requisitions and tracks status of all transportation and support services purchases
17. Purchase and distribute office supplies when needed
18. Assists custodial/maintenance supervisor or designee with utility budget
19. Order fuel for maintenance/grounds/sports vehicles and buses
20. Assists the transportation and support services with monitoring all expenditures in order to stay within budget
21. Manage field trips-assigning them according to seniority. Print driver trip sheets and bill outside sources for trips not included in the regular school setting
22. Assist with the T-1 Fall State Report
23. Assist with the T-2 July State Report
24. Coordinate buses for the 21st Century and other afterschool programs
25. Contact appropriate school personnel when an incident on a bus causes the need for an ambulance
26. Performs other duties as assigned

TERMS OF EMPLOYMENT	260 contract days
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