



**JOB DESCRIPTION**  
**Secretary to Director of Facilities Planning**

**JOB DESCRIPTION:**

The Secretary to the Director of Facilities Planning under the direct supervision of the Director of Facilities Planning, assists the Director in the preparation and management of the department's administrative requirements and assumes all clerical and secretarial functions pertaining to the office.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years experience with an architectural or engineering firm preferred.

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Knowledge of basic accounting principals
- Effective organizational, communication, and interpersonal skills

**DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Operates necessary machines for word processing and data entry operations. In addition, must possess proficient knowledge of word processing, spreadsheets, and other software programs.
3. Prepares correspondence, reports, memoranda, purchase requisitions and other data required.
4. Prepares bid documents for construction and maintenance projects, including notice to bidders, instruction to bidders, specifications and form of proposal.
5. Compiles Facilities Planning Department budget records and maintains various supplies and equipment for the Facilities Planning Department.
6. Maintains, coordinates, processes and keeps current the district wide computerized system of "key distribution" records and files.
7. Maintains construction project files including records on purchase requisitions issued, partial pay applications, change orders, insurance certificates and other related contract documents.
8. Assists staff with archiving district wide Americans with Disabilities Act, Asbestos, MSDS, US Tank and lead Drinking Fountain documents for compliance with State and Federal regulations.
9. Maintains technical, general, warranty and permanent school files for maintenance and construction activities.
10. Prepares constructions specifications, contracts and other legal documents for construction activities.
11. Provides secretarial/clerical support for the Facilities Planning Department staff.
12. Schedules meetings and maintains appointment calendars.
13. Places and receives phone calls to principals, contractors, engineers, consultants and architects.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbal and written), concentrate, interpret procedures, reason, read, understand verbal instructions, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb, reach, repetitive hand motions, hear and speak.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 6**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 19, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*