

Hobbs Municipal Schools
Job Description

Position: Secretary for the Assistant Superintendent of Operations

Supervisor: Assistant Superintendent for Operations

General Job Description: To assist Administration, staff, and visitors in any way necessary with maximum attention devoted to relieving the Assistant Superintendent for Operations.

Qualifications:

1. High school diploma or GED equivalency.
2. Three years' experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedures.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Highly motivated, a self-starter, demonstrated effective and stable interpersonal relationship with public and staff.
6. 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.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in self-development.
3. Serve as a role model.
4. Maintain confidentiality.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project an overall concern for personal appearance as it relates to job performance.
9. Contribute to the welfare and effectiveness of the Central Office by adhering to high ethical standards of performance and interpersonal relationships.
10. Work cooperatively with colleagues, supervisors, and administrator.
11. Assist with setting up meetings (appointments) for the Assistant Superintendent for Operations.
12. Schedule the Assistant Superintendent for Operations's appointments/calendar and synchronize this information in the secretary's computer.
13. Scree, take messages, and route telephone calls and mail to proper person/department.
14. Provide assistance to parents, students, and community members as necessary in a courteous and positive way that facilitates their needs.
15. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders, and forwarding all invoices to accounts payable.
16. Complete all filing, typing, word procession, photo copying, and correspondence on district forms when applicable.
17. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, reports, and other material as required.
18. Maintain a filing system as required.
19. Prepare Board agenda materials for Operations Department.
20. Assist with the preparation of meetings required of the Assistant Superintendent of Operations.
21. Maintain a file on reports, data, correspondence, and other materials as may be required.
22. Maintain records for property and auto insurance as well as employee and student accident insurance for the District.

23. File Insurance claims with CCMSI for all accidents, legal claims, property damage, break-ins, robbery, theft, etc.
24. Maintain files for all insurance claims.
25. Input work orders for Central Office.
26. Using Travel Tracker, arrange and schedule buses and school vehicles for students and District personnel for instruction or athletic purposes.
27. Take AVI Training Course and schedule/administer classes for SOAV drivers.
28. Maintain files for all SOAV drivers.
29. Schedule and participate in bus contractor meetings and negotiations.
30. Process bus contracts to be presented to the Board at the July Board meeting.
31. Maintain a list of bus inspections and price quotes.
32. Process the 80th and 120th Day bus reports in STARS.
33. Maintain Preventive Maintenance Agreements annually.
34. Schedule travel for all District personnel. This includes lodging, flights, meal reimbursements etc.
35. Process purchase orders for Central Office needs.
36. Maintain file for Student Accident Reports.
37. Order supplies for Central Office, including both kitchens.
38. Order catering for monthly Leadership meeting and other meetings as needed.
39. Maintain supplies as needed for Operations Office and mail machine.
40. Maintain check out sheets and maintenance for the District vehicles in the Central Office fleet.
41. Order approved Capital Outlay request items and keep files on what was ordered for each location.
42. Complete other tasks as deemed appropriate and necessary by the immediate supervisor and/or Superintendents.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Safe Schools Modules, including Bloodborne Pathogens Training

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be establish by the Board.