

# ***OXNARD UNION HIGH SCHOOL DISTRICT***

## **CLASS TITLE: BUSINESS SERVICES/FACILITIES SECRETARY**

### **DEFINITION:**

Under the direction of the Director of Facilities and Safety, performs technical and secretarial duties related to the facilities department and coordinates office functions and communications with facilities, maintenance and operations activities assuring efficiency of the office operation.

### **STATEMENT OF TYPICAL DUTIES:**

- a. Performs complex technical and secretarial duties related to the facilities department.
- b. Coordinates office functions and communications with facilities, maintenance and operations activities assuring efficiency of the office operation, events and time lines.
- c. Coordinates, maintains and monitors all documents relating to new construction and modernization projects.
- d. Schedules, prepares and types data for bid openings in coordination with the Maintenance and Operations Supervisor and/or architects.
- e. Assists in the preparation of contracts for construction bids and other related documents for Board approval; maintains files on all construction documents.
- f. Completes School Facilities Fee Certification of Compliance/Application; calculates, collects and logs developer fees.
- g. Prepares and distributes property reports; assists in the deferred maintenance reports.
- h. Communicates with various county and city officials, architects and engineers regarding construction contracts and use of facilities.
- i. Receives telephone calls, greets visitors, schedules appointments and maintains calendar; responds to questions regarding district policies, procedures and regulations within the scope of authority.
- j. Prepares letters and memoranda; composes correspondence independently or from rough draft; types a variety of materials such as reports, forms, requisitions; and checks reports for accuracy, completeness and compliance with established standards.
- k. May take and transcribe dictation, including materials of a confidential nature.
- l. Maintains a budget for the facilities department; assists in budget preparation and appropriation transfers; and maintains and monitors assigned accounts.
- m. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Department organization, operation, policies and procedures.
- District rules and regulations governing school facilities and fees.
- Construction terminology, materials equipment and practices.
- Modern office practices, procedures, and equipment, including computers and supporting word processing and spreadsheet applications.
- Record keeping practices and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Plan, organize and coordinate office activities.
- Work independently with little direction.
- Operate a variety of office equipment, including computer terminal, typewriter, calculator, copiers, fax machine.
- Operate a keyboard at a corrected rate of 50 wpm.
- Take and transcribe dictation at an acceptable rate of speed (desirable).

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by business courses, facilities/construction training or experience (desirable); two years of increasingly responsible clerical and record keeping experience.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

District office environment.

Approved 02-14-90

Approved Revision 11-17-99