POSITION DESCRIPTION

TITLE: Secretary, Facilities Director
LOCATION: Administrative Service Center
REPORTS TO: Director, Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
Under the general supervision of the Director of Facilities, this position serves as the initial point of operational and administrative contact for internal and external constituencies of the Facilities Department, performing confidential and other tasks that require independent judgment, discretion, diplomacy and sensitivity related to administrative, fiscal, support and planning activities.

ESSENTIAL FUNCTIONS:
1. Serve as the liaison between the Director of Facilities and the buildings for the purpose of providing information, guidance, and assistance on various processes, procedures, and functions. Evaluate each unique situation using an expert knowledge base, high level of independent decision making and authority.
2. Handle all Point of Contact (POC) duties to secure voice mail, email, and other on-line needs for all Facilities staff.
3. Communicate effectively with administrators, staff, and the general public, in person, by telephone, via e-mail, and in writing.
4. Answer telephones, respond to questions, and assist in the resolution of non-routine problems.
5. Handle highly-sensitive and confidential documents, information, and situations.
6. Manage calls from angry employees and patrons who are not satisfied with information they received from building staff.
7. Review all communications written and referred to the Director, evaluate them, and answer those which may be disposed of independently. Make inquiries and obtain additional information as necessary.
8. Prepare and maintain office records and files on subjects of critical importance and matters in progress.
9. Assist in performing administrative problem solving, project planning and development, and execution of departmental goals.
10. Prepare and maintain minor building improvement project status report.
11. Develop and maintain major capital project reports, including State D-Forms, budget status, and project schedule.
12. Establish and maintain District space inventory. Prepare and analyze periodic building utilization and classroom studies.
13. Perform research for biennial update of the Capital Facilities Plan, including development tracking, cohort-based enrollment projections and building capacity evaluation.
14. Process vendor invoices for payment, verify items received, services rendered, authorized signatures and account codes for garbage, recycling, compactors, security services, central monitoring and most all utilities; and analyze data using the Energy Center online program.
15. Authorize and maintain records of routine requests for additional custodial and refuse services.
16. Track and monitor Small Works contractors, including Labor and Industries status, insurance coverage, workman’s compensation, and regulatory compliance. Be familiar with the MRSC Small Works Roster and procurement processes.
17. Research and compile legal data for the Director to maintain an official deed file on real property owned by the district. Maintain files and assist as needed.
18. Research, compile, and analyze data and prepare special reports and summaries.
19. Maintain key and sign inventory for Administrative Service Center (ASC), and issue keys to ASC personnel and authorized contractors.
20. Receive and process maintenance work requests for Administrative Service Center (ASC).
21. Manage and maintain revolving fund account.
22. Prepare staff timesheets and leave forms for Facilities and Building Rentals.
23. Maintain calendars and travel schedules, make arrangements, schedule appointments, and coordinate meetings.
24. Update agenda items and resolutions in the online system (BoardDocs) for the Board of Director’s meeting, as requested.
25. Work with the Washington State Arts Commission (WSAC) to inventory and maintain district wide art collection. Provide an annual report to WSAC indicating the condition of each piece and coordinate the set-up and removal of artwork as needed.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Writing (66-100%)
- Sitting (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Reaching (Up to 33%)
- Hearing (66-100%)
- Standing (33-66%)
- Lifting/Carrying Up to 30 lbs. (Up to 33%)
- Speaking (66-100%)
- Bending/Stooping (33-66%)
- Acceptable Attendance
- Walking (Up to 33%)

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Math (66-100%)
- Reasoning (66-100%)
- Written Communication (66-100%)
- Problem Solving (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Customer Contact (66-100%)
- Detailed Work (66-100%)
- Constant Interruptions (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, 10-key calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Typing/keyboarding of 50-70 wpm. (Medium range)
2. A minimum of four years of related experience, or equivalent training.
3. Demonstrated proficiency in computer applications, including Windows environment and Excel spreadsheet applications.
4. Demonstrated ability to communicate effectively and professionally with a diverse group of constituents, including regulatory and other government officials.
5. Must possess a good math aptitude and bookkeeping/accounting skills.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to take minutes at meetings and transcribe accordingly.
8. Demonstrated organizational skills and a commitment to follow through.
9. Demonstrated ability to compose written responses to communications, using proper language, spelling, punctuation, and proofreading skills.
10. Demonstrated ability to work on own initiative and problem solve.
11. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
14. Demonstrated ability to perform Access, and MS Project software preferred.
15. Experience with the Evergreen School District and policies and procedures preferred.
260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________ Date: ________________
District: ____________________________ Date: ________________

Revised Date: 12/13/2017
Classification: Secretarial
Class: Class III
Display on Web? Yes

Secretary, Facilities Director