

## **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 procedure.
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 over-all 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 administrators.
11. Assist with setting up meetings (appointments) for the Assistant Superintendent for Operations.
12. Schedule the Assistant Superintendent for Operation's appointments/calendar and synchronize this information in the secretary's computer.
13. Screen, 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 processing, 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. Complete inventory, \$499.99 and under for Central office and \$500.00 and over for school district.
24. Input work orders for Central Office staff.
25. Maintain accurate records on each construction project, as well as each job for contractors and architects.

26. Ensure payment requests are accurate, any change orders are complete, and approvals are signed and processed in a timely manner.
27. Handle student vocational insurance.
28. Handle insurance claims for break-ins, robbery, theft, etc.
29. Arrange and schedule buses and school vehicles for students and district personnel for instructional purposes. Maintain schedule of school vehicles going out and distribute keys.
30. Invoice bus contractors for services provided to Hobbs Municipal Schools
31. Schedule driver training for staff that drive students.
32. Schedule maintenance on school vehicles when needed.
33. Track Driver's licenses and tickets.
34. Handles bus contracts.
35. Monitor paving projects.
36. Maintain a list of bus inspections and price quotes.
37. Maintain postage machine.
38. Process 40<sup>th</sup> day bus reports.
39. Complete other tasks as deemed appropriate and necessary by the immediate supervisor and/or Superintendents.

**Additional Duties and Responsibilities:**

1. Provide assistance with preparations for Board meetings in the absence of the Superintendent's Secretary. This includes getting Board packets ready and distributed to Board members prior to the regular monthly Board meeting scheduled for the second Tuesday of each month, preparing School Board Meeting agendas, taking minutes at meetings and maintaining copies of meeting minutes. These minutes will be approved at the next Board meeting.

**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 hour work may be required. Must be able to work under stressful conditions.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard 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 established by the Board.