

Laramie County School District #2
Fall 2006

Title: Facilities Secretary/Assistant

Qualifications:

1. High School Diploma
2. Ability to communicate in a pleasant and professional manner, both verbally and written, with school district employees, professional service providers (contractors, engineers, architects, consultants), the State of Wyoming School Facilities Commission, and the public.
3. Average to above keyboarding skills
4. Experience with Microsoft Office applications (Word, Excel, Outlook, and PowerPoint)

Terms of Employment:

1. 240 days
2. Designated by notice of assignment
3. Classified salary schedule

Reports to: Facilities Coordinator

Essential Functions:

Communication

1. Receive incoming office phone calls and emails, process information, respond back in a timely manner, and coordinate with the Facilities Coordinator as needed to achieve both progress and completion of multiple projects throughout the district.
2. Submit advertisements to newspapers for the soliciting of competitive bids and final payments to contractors.
3. Assist in the regular communication with administrators and secretaries in order to coordinate projects within buildings in the most non-intrusive way possible.
4. Update the "Facilities Projects" portion of the school district website, using both creativity and organization to make browsing a pleasant and informative experience.
5. Assist in preparation of presentations for use by the Facilities Coordinator with school district administrators, teachers, staff and the Board.

Data Management

1. Create, update, and use Excel spreadsheets for tracking data.

2. Maintain a comprehensive key/proxy card check-in/check-out procedure for the district as a whole.
3. Process requisitions for major maintenance, minor capital, and major capital facility project expenditures.
4. Organize and compile project notebooks.
5. Assist in submitting various forms to the School Facilities Commission in order to initiate projects, reallocate funds, and request payments.
6. Track school district inventory.

Meetings/Travel/Education

1. Attend periodic meetings, sometimes in the evenings (locally, in-district, and out-of-district) in order to assist the Facilities Coordinator.
2. Participate in selected School Facilities Commission meetings.
3. Attend educational seminars and workshops that enable the performance of job functions with increasing knowledge and proficiency.

Other Responsibilities

1. Analyze procedures and recommend improvements that will enable the district to achieve its facility goals.
2. Demonstrate support for school district goals, priorities, and procedures.