

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Maintenance		Maintenance	Director of Maintenance Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	5	226	Non-Exempt	June 2023

Primary Purpose:

Efficiently manage the personnel function, office activities, fiscal controls and communications for the District Maintenance Department.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED

Fifteen semester hours of college level business-related courses or equivalent experience are mandatory

Experience:

Five years' personnel, administrative, payroll and/or financial work experience preferably in public school district matters

Special Knowledge/Skills/Abilities:

Knowledge of public-school district financial management systems, including management of purchase orders, receiving, invoicing and accounts payable

Ability to work with people and promote successful human relations actions

Ability to type 50 words per minute

Ability to operate a personal computer system

Working knowledge of Word Perfect and Excel software as well as Microsoft Systems

Knowledge of Lotus operating system is highly desirable, Web Net, ETC

Supervisory Responsibilities:

Distributes work assignments to lower level secretaries

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Personal computer, fax machine, copier, typewriter, calculator, paging system, two-way phone system, and office equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

1. Responsible for monitoring resource management and funds accountability throughout the department.
2. Assign proper expense account numbers and recommend distribution of funds.
3. Manage department sundry fund account.
4. Manages summer employment programs for over-hires and students. Recommends personnel for hiring and performing selected duties.
5. Trains and monitors vocational student employees.
6. Prepare leave accounting documents, payroll and overtime and holiday pay documentation for over 200 maintenance and custodial employees.
7. Process/approve requests and schedule loaner vehicles for district-wide personnel.
8. Assist in work order preparation, establishing of priorities and processing of work requests.
9. Organize files, responsible for technical communication and office equipment throughout the department.
10. Assist in ordering furniture for schools by getting the lowest price for quality furniture from various vendors.
11. Assist in the processing of the Use of School Property Lease Agreement forms.
12. Answer incoming calls, direct to the appropriate staff or take messages.
13. Type purchase order requisitions and review invoices for payment.

Inventory and Equipment

14. Responsible for the stocking of office supplies.
15. Purchase office equipment and furniture.

Budget

16. Assist the Director of Maintenance in budget preparation.
17. Prepares budget change requests.

Other

18. Perform other duties as assigned.

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