

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SECRETARY TO THE DIRECTOR OF FACILITIES AND SUPPORT OPERATIONS DIVISION
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Required Qualifications:

- High school diploma or equivalent
- Minimum of two (2) years of experience in an administrative assistant role directly reporting to a departmental director
- Knowledge of bookkeeping, purchasing methods and procedures
- Computer skills with thorough knowledge in the Microsoft programs such as Word, Excel, PowerPoint, etc.
- Thorough knowledge of office practices and procedures
- Ability to work with diverse groups and effectively communicate in both written and verbal formats
- Ability to use independent judgment in performing a variety of assignments and tasks

Desired Qualifications:

- Experience in related areas of construction
- Knowledge of terminology used in construction industry

Performance Responsibilities:

- Type confidential memorandums, correspondence, reports, contracts, etc.
- Compile reports for Department of Education and various departments
- Assist the Director of Facilities, Maintenance and Security with special projects as needed
- Prepare evaluation forms for the Director of Facilities, Maintenance and Security
- Maintain effective filing system for correspondence, reports, etc.
- Maintain all employee files
- Submit appropriate paperwork to the Human Resources Department to process employee changes, new hires and terminations for the department
- Act as the Benefits Coordinator for the department
- Process payroll for the department
- Accurate entry of payroll into the mainframe system
- Maintain employee leave balances
- Assist in any requests for information regarding payroll, Human Resources questions, benefits, etc.
- Compose, prepare and submit Board Agenda Items for the department into the online agenda system in a timely manner for approvals and to meet deadlines
- Assist in contract preparation for Board approval
- Act as the Purchasing Card Coordinator for the department

- Utilize mainframe system and online vendor to process supply orders
- Assign appropriate account numbers to supply and credit card purchases in the online tracking program
- Maintain monthly reports for credit card purchases
- Act as contact person for schools to reach the Director of Facilities and Support Operations Division
- Act as backup for the Permitting Technician in the Facilities Operations Department
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level E

Job Code:

74091

Board Approved: 07/06/99

Revised: 01/20/09, 05/17/11, 06/10/14, 7/6/2015