

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FACILITIES DEPARTMENT SECRETARY
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Required Qualifications:

- High school diploma or equivalent
- Minimum of two (2) years of experience providing clerical/administrative support
- 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
- Experience with using construction project management software systems

Performance Responsibilities:

- Type confidential memorandums, correspondence, reports, contracts, etc.
- Compile reports for Department of Education and various departments
- Assist the Director of Facilities & Construction with special projects as needed
- Prepare evaluation forms for the Director of Facilities & Construction
- Maintain effective filing system for correspondence, reports, etc.
- Maintain all employee files for the Facilities & Construction Department
- Submit appropriate paperwork to the Human Resources Department to process employee changes, new hires and terminations for the department
- Act as the Risk Management contact and Benefits Coordinator for the department
- 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
- Collect and distribute USPS mail from the mailboxes on daily basis
- Assist in preparation, execution, and distribution of contracts
- Advertise, coordinate deadline, and act as a point of contact for Continuing Services Contract Agreements
- Advertise and arrange vacancies within the Facilities & Construction Department
- Act as contact person for schools to reach the Director of Facilities & Construction
- Act as backup for the Permitting Technician in the Facilities & Construction Department
- Open and review all mail, memos and other materials addressed to the Facilities & Construction Department and determine appropriate action
- Take minutes at all Facilities managers, staff and special meetings, transcribe and distribute to staff and management

- Review and maintain Facilities & Construction Department truck inventory sheets and truck mileage forms
- Coordinate inspections for facilities and capital projects
- Provide construction project management assistance by preparing, reviewing, and filling contractual documents
- Compile and prepare information for reports for projects and utility usage
- Assist with RFP's, RFQ's and bidding processes
- Perform other duties as assigned by the Director of Facilities & Construction 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 & Construction and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities & Construction 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, 7/6/15, 10/18/16 , 06/25/19