

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE \_\_\_\_\_  
 LAST REVISION DATE October, 1999  
 BAND & GRADE A-1-3

POSITION TITLE Plant Operations Secretary

IMMEDIATE SUPERVISOR Plant Operations Supervisor

**Job Summary (Basic Purpose of Position)**

To assist the Plant Operations Supervisors in maintaining a clean, safe and healthy environment for the district by keeping them informed and managing the office efficiently.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.00 SECRETARIAL</b>  1.01 Format, edit and type correspondence and reports. 1.02 Develop and maintain files for the Plant Operations supervisors. File all other correspondence and other departmental functions. 1.03 Answer phones, take messages and route calls to the proper department. 1.04 Arrange interviews and appointments. 1.05 Assign purchase orders, process requisitions for department. 1.06 Assign and monitor building keys to staff. 1.07 Audit and schedule distribution of custodial supplies.	A  A  A  A  A  A	D2  D2  D3  D1 D2  D1 D1		<b>Knowledge:</b> 1. Proper telephone procedures. 2. Departmental operating procedures. 3. Computer operating procedures.  <b>Skills:</b> 1. Typing 2. Filing 3. Composition 4. Maintaining human relations. 5. Operate office machines and computer.  <b>Ability:</b> 1. Plan 2. Organize 3. Communicate 4. Direct	1.01 Correspondence was typed in a neat, orderly and timely manner with 95% accuracy. 1.02 Files for correspondence and other functions were kept in a neat, orderly manner so that information could be retrieved as needed. 1.03 Proper telephone etiquette was used, messages were properly distributed and calls properly routed. 1.04 Personnel interviews were arranged as needed. Other appointments were made as required. 1.05 Requisitions were processed in a timely manner. 1.06 Proper keys were assigned to staff. 1.07 The distribution of custodial supplies were timely, accurately and properly recorded.

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<b>2.00 OFFICE MANAGEMENT</b>				<b>Knowledge:</b>	
2.01 Prepare and maintain confidential records and reports.	A	D2		1. School district policies and procedures.	2.01 Confidential records and reports were prepared and filed in a timely manner.
2.02 Assist in hiring process.	A	M5		2. School layouts.	2.02 Inventories were given and all personnel papers were filed.
2.03 Manage leave request process for the department.	A	W5		3. Computer software.	2.03 All leave requests were scheduled and verified. All discrepancies were reported to the immediate supervisor.
2.04 Monitor available benefit hours for department staff.	A	W3		4. Departmental operating procedures.	2.04 The benefit hours were monitored and discrepancies were corrected.
2.05 Order parts and supplies as necessary.	A	D3		<b>Ability:</b>	2.05 Parts and supplies were ordered and distributed in a timely manner.
2.06 Establish and maintain computer information system.	A	D8		1. Deal with emergency problems promptly.	2.06 Computer systems were appropriately established and maintained.
2.07 Call and assign licensed custodial staff.	A	D2		2. Plan	2.07 Employees were appropriately assigned.
2.08 Assign substitute custodians.	A	D5		3. Organize	2.08 Substitute custodians were appropriately assigned.
2.09 Select and assign staff to work on extracurricular activities.	A	D5		4. Communicate clearly.	2.09 Staff members were efficiently scheduled for all extracurricular activities.
2.10 Monitor extracurricular activities room assignments throughout the district.	A			5. Direct	2.10 All activities were monitored appropriately.
2.11 Assist in assigning staff for emergency conditions.	A	D3		6. Order materials.	2.11 Staff are promptly contacted to cover situations.
2.12 Conducts employee inventory.	A	M8		7. Analyze emergency situations.	2.12 Inventories were scheduled and properly administered with results filed.
2.13 Verify hours and account code all employee time sheets/overtime sheets.	A	M10		<b>Skills:</b>	2.13 Time sheets were accurately verified and coded to the correct accounts.
2.14 Monitor summer paint crew and keep supplies at hand.	A	D6		1. Operate computers	2.14 Summer paint crew were properly monitored and supplies were available when needed.
2.15 Prepare data and submit state fuel consumption reports.	A	Q4		2. Operate office equipment	2.15 Data was accurately recorded and state reports submitted on time.
2.16 Assist in monitoring custodial budget accounts.	A	D8		3. Use paging systems	2.16 Information was put into the computer accurately and kept up-to-date so supervisor can retrieve information quickly.
2.17 Assist in coordinating building maintenance with activities.	A	D3		4. Verbal communication	2.17 Building maintenance coordination with activities was conducted appropriately.
2.18 Route work requests to the proper department.	A	D3		5. Written communication	
2.19 Other tasks as assigned by supervisor.	N/A				

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					2.18 Work request were assigned to the correct department. 2.19 Task were completed as assigned.
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