

Job Summary:

The Secretary, Operational Services reports directly to the Director of the department and/or designee. This position is responsible for planning and coordinating the maintenance office activities by performing a variety of specialized clerical work along with limited general accounting functions, providing effective communication and collaboration with outside vendors and departments, and relieving supervisors of administrative and clerical duties.

Essential Duties:

- Plan, coordinate, and organize office activities and coordinate a flow of communications and information;
- Answer phones and greet visitors, co-workers, outside agencies, and clients to furnish information and refer them to the correct source;
- Schedule and arrange appointments, conferences, and other events;
- Check emails and respond accordingly in a timely manner;
- Compile information and prepare and maintain a variety of records, logs and reports related to the department, financial activity, budgets, attendance, staff, substitutes and assigned duties;
- Establish and maintain filing systems;
- Prepare regular mandatory reports and arrange for inspections and testing for related department activities;
- Enter, track and follow-up on department work orders checking frequently for incoming work order requests and assist site with maintenance requests;
- Enter department staff attendance, absences and timesheet data into an assigned system; assist with arranging substitutes for custodians as needed; arrange for employees to work overtime for special events as needed;
- Respond to inquiries and provide information and assistance related to program operations, activities, policies and procedures;
- Input a variety of data into an assigned computer system, initiate inquiries and generate various computerized lists and reports as requested;
- Request and compile quotes and proposals from a variety of consultants and vendors for maintenance projects;
- Prepare requisitions, compare and contrast invoices with original bids to ensure completeness; identify error and omissions for correction and report items as needed.
- Correspond with vendors and others, both orally and in writing regarding technical facilities processes and procedures;
- Submit PWC-100 requests to the DIR when necessitated by the project;
- Coordinate the procurement and surplus of fleet vehicles;
- Coordinate reservation process for fleet vehicles including staff requirements for driving Office vehicles;
- Coordinate, schedule, and attend a variety of meetings, workshops, and special events including processing facility use agreements for in-house and outside agency events;
- Perform clerical accounting duties in support of department activities; process billings, enter invoices, requisitions and send information to appropriate personnel as assigned;
- Inventory and order office supplies for the department as needed;
- Performs other duties as necessary for the purpose of facilitating department needs;

Responsibilities include: working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- perform clerical work using good judgement, initiative and required accuracy and speed.
- deal with the public and coworkers courteously, tactfully, cooperatively, and in a timely manner.
- operate a variety of office equipment.
- type at a speed of 30 net words per minute.
- work collaboratively with all units of the department/agency to improve work products and customer service.
- implement new systems or changes in current programs by obtaining input and cooperation from others.

Knowledge of:

- TCOE policies and procedures.
- general accounting procedures.
- correct English word usage, spelling, grammar and punctuation.
- modern office methods, practices, and procedures.
- office and records management procedures.
- terminology, practices and procedures of a facilities and maintenance program.
- personal computers, electronic mail systems, software, etc.

Ability to:

- meet schedules and timelines.
- perform secretarial work including managing records and general accounting with speed and accuracy.
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases.
- create, update, maintain and share Excel, Word, Access, and Google documents.
- write legibly, communicate effectively and understand and carry out oral and written directions.
- plan and organize work.
- maintain cooperative relationships with those contacted in the course of work.
- attend in-service training, meetings, and conferences as directed.

Experience Required:

- Two (2) years of clerical experience.
- At least one (1) year of experience working in the construction, maintenance and/or school facilities.

Education Required:

- High school diploma or equivalent required.
- Associate's Degree preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

June 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.