

EMPLOYEE NAME: _____

 Revised: 7/91; 10/91; 4/92; 6/92; 8/92; 3/93; 5/93; 11/94; 8/99; 4/01;
 12/02; 6/09; 10/12; 10/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary VI, SPLOST	JOB CODE: 487B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: SPLOST	WORK DAYS: 238
REPORTS TO: Senior Executive Director, SPLOST	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides secretarial support to the Senior Executive Director, SPLOST and the Department.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Secretarial and administrative skills including but not limited to excellent written and oral communication, ability to multi-task; MS Office Suite, ability to use various types of office machinery including but not limited to copiers, scanners, printers and multi-line telephone system

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Opens, screens, and routes correspondence.
3.	Maintains an efficient filing system
4.	Orders, receives, and maintains office supplies.
5.	Provides word processing, database, and spreadsheet documentation for the Department.
6.	Maintains service reports for the Department.
7.	Prepares and processes purchase orders for the departments and for approved District projects.
8.	Compiles monthly and annual departmental reports.
9.	Answers telephone calls; routes calls to appropriate individuals.
10.	Maintains financial records for the Department.
11.	Prepares and processes various documents including but not limited to American Institute of Architects documents, board agenda items, board information items, and staff coordination records.
12.	Routes and tracks project documentation including but not limited to payment applications, budget requests, 6011's and change orders.
13.	Provides support to staff including but not limited to document management and updates to Expesite and S drive.
14.	Enters monthly payroll.
15.	Processes all pay requisitions from contactors and professional services from architect/engineer firms.
16.	Coordinates receipt and processing of all end-of-project close out documents with outside program manager and sends appropriate documents to the Maintenance Department and to local schools.
17.	Organizes and maintains all tracking records and files for active and archived projects.
18.	Responsible for general duties such as filing, scheduling appointments, and receiving visitors.
19.	Receives and processes FEAE forms for approval.
20.	Provides Administrative support to the Facility and Technology Citizens Oversight Committee.
21.	Provides Administrative support and oversight for SPLOST Vehicles.

22.	Provides coordination for all elements of the CCSD Guide Specification Administration
23.	Coordinates chronicling of all CCSD media coverage disseminated to the SPLOST Department
24.	Compiles and develops reports as requested by the Senior Executive Director-SPLOST
25.	Performs other duties as assigned by appropriate administrator.

Note: This position will be funded through the Special Purpose Local Option Sales Tax (SPLOST) and may be eliminated when the funding expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____