



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE:.....SECRETARY _____
DEPARTMENT:PHYSICAL PLANT _____
PERSONNEL GROUP:.....CLASSIFIED _____
POSITION GRADE:15 _____
POSITION STEP:0-3 _____
EMPLOYEE NAME: _____
POSITION REPORTS TO:DIRECTOR OF PHYSICAL PLANT _____
REVISION APPROVED BY:..... _____
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE: _____

EDUCATIONAL REQUIREMENTS:

High school diploma or equivalent and must have one (1) year of business or secretarial school courses, which includes the use of computer and word processor with coursework and/or training in secretarial procedures, office management, and work processing and spreadsheet computer knowledge.

BASIC FUNCTION AND RESPONSIBILITY:

The Secretary reports directly to the Physical Plant Director; carries out all of the functions required to aid the Department in being more efficient; processes all paperwork and coordinates communications to ensure an orderly flow of work within the Department; keeps personal work area in order, clean and neat for the sake of efficiency and professionalism; establishes and maintains effective working relationships with administrative staff, faculty, students and the general public; shows initiative and cooperative attitude, works by priorities, and willingly follows established policies and procedures

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develops and assigns work orders for maintenance personnel for routine and preventive maintenance work.
2. Develops reports to keep track of work order production and individual employee performance.
3. Develops purchase requisitions for all items purchased by the Physical Plant to repair or replace equipment, materials and supplies for use in building and grounds maintenance as well as for in-house construction activities.
4. Prepares monitors and corrects purchase requisitions, maintains vendor files and petty cash.
5. Develops Certificates of Conformance for all work done by outside contractors for purchase orders issued for physical plant work.
6. Reviews records, reports, and other material for clerical and arithmetic accuracy and completeness.

7. Performs secretarial duties as required by the Physical Plant Director such as typing all correspondence, memorandums and reports.
8. Prepares routine and confidential letters, forms and other material from rough draft, copy, instructions, and/or shorthand notes.
9. Assists in maintaining door key records and issues keys to college personnel.
10. Assists the Director in the Planning, Budgeting, and Evaluation Process.
11. Assists in scheduling meetings and appointments and ensures that meeting rooms are reserved and audio-visual equipment is available as necessary.
12. Assists in the preparation of materials pertaining to Construction Building Committee & Board of Trustees meetings.
13. Assists in maintaining personnel records for maintenance employees, personnel roster, and update manning schedule changes. Maintains confidential records for Department.
14. Assists in preparing all forms pertaining to employment and termination.
15. Prepares preventive maintenance inspection report.
16. Assists in preparing preventive maintenance inspection reports.
17. Coordinates notification of proper personnel and services in emergency situation concerning college facilities.
18. Greets, screens, directs and provides information to visitors.
19. Answers telephone in manner that will maintain a professional atmosphere and good relations with all personnel including other departments.
20. Makes decisions concerning each call as to its urgency.
21. Transmits all pertinent information to proper source on a timely basis.
22. Receives, sorts and screens incoming mail and routes outgoing mail to other departments.
23. Places, answers, screens and directs telephone calls, taking messages when required.
24. Communicates with Custodial Foreman concerning work orders and special requests for evening custodians.
25. Performs other duties as assigned by the Physical Plant Director.

EXPERIENCE:

Three to four years experience; experience in an institution of higher education is desirable; education may be substituted for experience

SKILLS, KNOWLEDGE, ABILITIES:

Ability to work without more than normal supervision; ability to work well on own and have good communication skills to be able to communicate well with the public and with College personnel; possess excellent attendance and timeliness; knowledge of office procedures, filing techniques, and clerical practices and methods; correct business English, spelling & grammar and basic mathematics; knowledge of proper telephone etiquette, and have the ability to follow oral and written instructions, make computations and tabulations rapidly, and accurately plan and organize work; use a personal computer, memory typewriter, calculator and office machines.

LICENSES/CERTIFICATES:

Texas Driver's License.

change

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 50 pounds.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. ~~May~~ ^m be required to work outside regular working hours.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.