



FOLEY PUBLIC SCHOOLS

JOB DESCRIPTION

Job Title: Operations Secretary

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: Bldg & Grds/Transportation/Child Nutrition

Reports To: Varies by Department

Job Summary:

Under administrative direction, the Operations Secretary is responsible for performing a variety of administrative support and clerical functions for various operational departments. Duties include such representative tasks as providing customer service tasks in answering phones, contacting/receiving parents and drivers over transportation changes, and inputs changes into the scheduling system; collects lunch monies from all locations and updates student accounts in Infinite Campus; assists departments ordering supplies and in the preparation of purchase orders; assists in monitoring and reviewing employee inputs into Time Clock Plus for accuracy and approvals.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Performs various office support functions for the Transportation Department to include such tasks as:
 - a) Monitors the department radio between drivers and relays information to drivers. Monitors dispatch radio for emergencies and/or mechanical issues.
 - b) Answers department phone and provides information or transfers callers to appropriate parties.
 - c) Contacts or responds to parents, parents, and staff regarding transportation changes or information.
 - d) Updates, revises and maintains all transportation changes, bus routes, requests and revisions into the transportation scheduling and routing system and updates student information into Infinite Campus.
- Collects lunch monies from all buildings and updates student accounts in Infinite Campus and submits deposit slips. Informs parents when balances are running low. Provides backup support and cashier lunch duties, as needed.
- Assists operating department in preparing purchase orders, enters in SMART Finance, obtains approval, track and monitors the receipt of purchases. Researches and orders supplies for operating departments.
- Records new and disposed fixed asset items. Updates and maintains supply inventory files.

- Updates and maintains Health & Safety program books. Prepares and files safety committee meeting minutes.
- Maintains and updates a variety of file maintenance duties for each of the operating department and general secretarial support functions.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1 year previous clerical and secretarial support experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of district administrative policies and procedures.
- Fundamentals of computer operation and business productivity software including specialized District software/applications relevant to the district (e.g., word processing, spreadsheets, email, internet, SMART Finance, Infinite Campus, scheduling, and routing software, etc.).
- Fundamentals of customer service, business etiquette and general office procedures.
- Department procedures in the scheduling, dispatch, routing, and communication procedures and operational routines.
- Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.

Essential Skills Necessary To Perform The Work:

- Customer service, business etiquette, and human relation skills in assisting, screening, handling, and dealing with transportation, child nutrition and facility informational requests of district staff, students, parents, building personnel, drivers, etc..
- Performing general accounting/bookkeeping pertaining to transportation scheduling, payroll reporting and billing.
- Prioritizing work and office organizational skills.
- Preparing purchase orders, obtaining approvals, ordering supplies, tracking purchases.
- Updating and maintaining department fix assets and fixed asset records for operational departments.
- Establishing and maintaining operational departments records and files.
- Using and applying customized business applications (SMART, Time Clock Plus, Infinite Campus, VERSA) and office productivity software.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules.
- Responding to, coordinating, and implementing scheduling and routing changes in scheduling software and updating student information.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.