

Job Title: Maintenance and Transportation Secretary-Bookkeeper

Qualifications:

1. High school diploma or equivalent; other formal education desirable or at least 3 years secretarial experience.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: Maintenance Supervisor
Transportation Supervisor

Performance Responsibilities:

1. Prepare requisitions and purchase orders for Maintenance Department and Transportation Department.
2. Maintain purchase order ledger/files for both departments.
3. Post bills in ledgers for both departments.
4. Prepare fuel reports on every vehicle monthly.
5. Prepare and maintain fuel supply and delivery reports. Obtain and organize data to submit annual report to State Department of Education.
6. Maintain files for Transportation Department.
7. Receive and place telephone calls for Transportation Department and, when requested, for Maintenance Department.
8. Compose and/or type correspondence, forms, memoranda, etc.
9. Prepare driver and bus service folders.
10. Prepare Monthly Service Report for both departments.
11. Be regular and punctual in attendance.
12. Maintain confidentiality of any school system related information.

Maintenance and Transportation Secretary-Bookkeeper (cont'd)

13. Maintain proper and professional relationship with other employees.
14. Perform duties in a manner that promotes good public relations.
15. Be familiar with and follow Board of Education policies.
16. Perform other reasonable office related duties as needed.

Terms of Employment: 12 months a year; salary to be determined by current salary schedule.