

PLEASE POST



POSITION AVAILABLE

GALENA PARK INDEPENDENT SCHOOL DISTRICT

- Position:** Secretary – Director for Transportation
- Description:** To facilitate the efficient operation of the Department and provide clerical services to the director.
- Pay Grade:** 206
- Length of Assignment:** 226 Days
- Qualifications:**
- Minimum Education/Certification:**  
High School Diploma or GED
- Special Knowledge/Skills:**  
Proficient skills in typing, word processing, data base, and spread sheet, PowerPoint and desktop publishing  
Effective file maintenance skills  
Excellent organizational skills  
Excellent secretarial skills  
Excellent communication and interpersonal skills
- Standard of Professional Conduct:**  
As an employee of Galena Park ISD, you will be expected to follow the Board of Trustees Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state and federal laws and policies.
- Experience:**  
Two years secretarial experience in a public education environment
- \*\*\* JOB DESCRIPTION ATTACHED \*\*\*
- Deadline:** OPEN UNTIL FILLED
- Contact:** Aneka VanCourt, Executive Director for HRS – Secondary Personnel  
Galena Park Independent School District  
14705 Woodforest Blvd., Houston, TX 77015  
[avancourt@galenaparkisd.com](mailto:avancourt@galenaparkisd.com)
- Application:**
- Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>
- Out of District – Please click the link below to submit an application:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Secretary – Director for Transportation	<b>PAY GRADE:</b> 206
<b>REPORTS TO:</b>	Director for Transportation	<b>WORK DAYS:</b> 226 Days
<b>DEPT/SCHOOL:</b>	Transportation	<b>DATE REVISED:</b> 10/18
<b>WAGE/HOUR STATUS:</b>	Nonexempt	

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### **PRIMARY PURPOSE:**

To facilitate the efficient operation of the Department and provide clerical services to the director.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

High School Diploma or GED

#### **Special Knowledge/Skills:**

Proficient skills in typing, word processing, data base, and spread sheet,  
PowerPoint and desktop publishing  
Effective file maintenance skills  
Excellent organizational skills  
Excellent secretarial skills  
Excellent communication and interpersonal skills

#### **Minimum Experience:**

Two years secretarial experience in a public education environment

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Receive incoming calls and refer to appropriate level of support.
2. Organize and manage routine work activities for the department.
3. Perform varied typing tasks in the preparation of correspondence, travel forms, reports, etc. for the director and department.
4. Generate, code and log purchase orders for department operating expenses.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

5. Assist director with budget planning.
6. Maintain personnel files on employees, prepare and process forms for employee hire, termination and LOA.
7. Coordinate with supervisors in preparing payroll for 100+ full & part time hourly employees including preparation of absence reports.
8. Maintain records for department activity and scholarship funds. Prepare deposits, requisitions, spreadsheets.
9. Schedule and coordinate department events: Inservice training, fund raisers and department awards banquet.
10. Prepare planner, agenda, and meeting minutes, and set up for monthly Advisory Committee Meetings.
11. Complete forms & request approvals on travel for Director, supervisors and safety trainer.
12. Prepare, design and edit department newsletter and monthly calendar.
13. Order and distribute office supplies for department.
14. All other duties as assigned.

## **EQUIPMENT USED:**

Computer, copier, fax, adding machine and 800 MHz radio.

## **WORKING CONDITIONS:**

### **Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal & written). Fast paced, unusual office environment, must be able to maintain control under emergency situations and while under stress. Must be able to work with frequent interruptions.

### **Physical Demands/Environment Factors:**

Repetitive hand motions and prolonged use of computer. Works with frequent interruptions. Subjected to frequent heat/cold. Subjected to exhaust, gas fumes

in and around the facility. Office is located at a vehicle maintenance facility.  
Regular attendance.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_