



## Facilities & IT Secretary – Harrisburg School District – Job Description

<b>Job Title:</b>	Facilities & IT Secretary – Harrisburg SD	<b>Job Category:</b>	Non-Exempt
<b>Department:</b>	Support Personnel	<b>Position Type:</b>	Full-time
<b>Employee Group:</b>	8 – 8 hrs per day/260 days	<b>Location:</b>	Central Office
<b>Reports to:</b>	Director	<b>Standard ADA:</b>	Office

### Job Description:

To support the Facilities and Information Technology Offices by performing job responsibilities accurately, promptly and courteously, contributing to a safe, nurturing environment which promotes positive welfare for children.

### Essential Functions:

- Performs general office and clerical duties including but not limited to answering phones and directing calls; responding to or redirecting emails; opening, processing, and distributing mail; and preparing, typing, and maintaining forms, reports, correspondence, and memos. Develops documents, letters, and other written and digital communications and with the printing of documents, envelopes, and address labels.
- Assists with the purchasing process including communicating with vendors, obtaining quotes, entering requisitions, tracking and sending purchase orders, collecting packing slips from goods received, and submitting purchase orders for sign-off.
- Assists with technology communications with families to include communications about student technology, invoices, as well as District-sponsored Internet service. Oversees the technology invoicing and billing process.
- In coordination with other IT and Facilities Department staff, monitors the District's helpdesk hotline and system in order to create support tickets for the appropriate staff member.
- Coordinates delivery and/or delivers required paperwork between the District Annex and other District buildings.
- Assists with absence management and employee timesheet entry, corrections, and verification.
- Coordinates, controls, and audits the district's key assignment and inventory.
- Coordinates, reviews, and audits the School Use of Facilities form and ensures adherence to the procedure and timely completion to add to the next Board committee meeting agenda.
- Uses computer/technology skills in performance of duties, such as use of the Internet, accessing databases, spreadsheet design, desktop publishing and creation of forms. Updates skills to ensure ability to use technology and implement new practices and procedures as they are developed.
- Ensures equipment in work area is kept stocked with paper, ink, toner, or similar items necessary to their daily use and maintained in working order, addresses minor malfunctions, places work orders and makes service calls as necessary when malfunctions cannot be handled in house.
- Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

**Qualifications and Work Experience:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Highschool education with at least 1-2 years of satisfactory relevant experience required.

### Analytical Demands:

- Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity or;
- Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

### Sensory Ability:

- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.

### Temperament:

- Must possess excellent interpersonal skills.



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- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Must be courteous and able to effectively manage job responsibilities.

### Cognitive Ability:

- Ability to follow written and verbal directions, to read and write, to handle multiple tasks and prioritize them appropriately, and to exercise good judgment.
- Ability to recognize areas of concern and propose and/or recommend appropriate solutions to the problem.

### Specific Skills:

- Must possess active listening skills.
- Must possess conflict mediation skills.
- Maintains a high level of professionalism in all interactions with public, peers and administrators.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

### Workplace Expectations:

- Reports to work daily and on time, and makes effective use of time while on the job.
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Demonstrates being a positive and productive member of a team through active cooperation with others and follow through.
- Ability to establish and maintain rapport with the educational community which includes but is not limited to; students, parents, athletic staff, alumni, board members, booster groups, colleagues and the general community.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

### Supervision:

- Occasionally gives instructions and/or directions to other department employees.

**Workplace Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The standard ADA settings factor measures the strength and stamina required in areas such as lifting, standing and the frequency of doing these as necessary to perform the particular duties of the job.*

- Typical office environment
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids or disease

**Physical Demands:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting				X	
Standing		X			



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Walking		X			
Talking: On the phone; person-to-person, and in groups			X		
Hearing: On the phone; person-to-person, and in groups			X		
Vision: Near, midrange, far, peripheral, depth and color				X	
Driving requirements: personal vehicle, and/or company vehicle					
Machines or tools used: Computer:			X		
Machines or tools used: Telephone		X			
Pushing/Pulling/Lifting					5-15 lbs
Approved: May 17, 2021					