Delran Township School District

Secretary: Custodial / Maintenance

Reports to: Director of Support Services

The Secretary: Custodial / Maintenance will serve in a primary or backup role to ensure that the following responsibilities are completed in a timely and efficient manner:

Performance Responsibilities:

- 1. Enter, delete and edit purchase orders, School Dude requests and Energy Star data, using district administrative software packages;
- 2. Coordinate intra-district transmissions of data between schools relative to custodial/maintenance;
- 3. Back up school-based and district wide integrated data on a daily basis, with weekly backups removed from the premises;
- 4. Serve as primary and secondary resource person for administrative and support staff in all schools with regard to all custodial and maintenance matters;
- 5. Contact vendor support representatives for answers to questions and troubleshooting regarding custodial and maintenance matters;
- 6. Produce reports and queries for school, district and state-mandated reports;
- 7. Assist in purchasing of all supplies and equipment relative to custodial/maintenance;
- 8. Assist in transmission of data to the New Jersey Department of Education through the automated data reporting system (DOEnet);
- 9. Coordinate technology repair requests for Support Services;
- 10. Track equipment inventory (serial numbers, warranty information);
- 11. Coordinate purchasing, bid preparation, collection and granting for all custodial/maintenance items and/or services;
- 12. Perform periodic reviews for accuracy of utility billing: phone, gas, electric
- 13. Prepare and distribute all necessary correspondence for the Director of Support Services;
- 14. Any other duties and/or responsibilities assigned by administration as deemed necessary for the smooth operation of the district and/or Support Services office.

All other duties as assigned by the immediate director and/or Superintendent.

Qualifications:

- 1. High school diploma; college level training and/or secretarial training are desirable;
- 2. Experience in general or school office work;

- 3. Knowledge of automated office equipment, office procedures and practices;
- 4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

<u>Terms of Employment:</u>

12-month work year; salary to be determined by DEA salary scale.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

Approved by the Board of Education: February 13, 2012

Revised: October 13, 2014