

JOB TITLE: Plant Operations Secretary
DEPARTMENT: Plant Operations

B-CAT:
EEO: Clerical and Secretarial
FLSA Status: Staff

Nature of Work

The Secretary to the Plant Operations Director provides administrative assistance, clerical support, and secretarial services to the Director and Assistant Directors of Plant. This position also provides clerical assistance to employees in Plant Administration, Custodial, Grounds, Maintenance and Security Departments. The employee is required to exercise considerable initiative, independent judgment and discretion in performing administrative work. Employee is expected to learn and maintain rules and regulations involving the department, institution, and state offices. Responsibilities include answering incoming phone calls for the departments in Plant Operations, logging work orders for Maintenance Department, filing, and general clerical duties. This position reports directly to the Director of Plant Operations.

Illustrative Examples of Work

- Greets/screens individuals in person or calling by telephone.
- Receives and routes mail; composes routine correspondence.
- Creates purchase requests through financial software for Plant Operation departments.
- Maintains records of purchases for budgets in Plant Operation departments.
- Maintains filing for Plant Director and Plant Operation departments.
- Maintains appointment schedules for Plant Director.
- Logs work orders for Custodial, Grounds and Maintenance staff.
- Prepares monthly reports for postage, maintenance accounts and vehicle fuel and mileage.
- Maintains records of College's files located at offsite storage facility.
- Issues and maintains College's fuel cards.
- Performs related work as required.

Desirable Knowledge, Abilities, and Skills

- Extensive knowledge of business English, grammar, arithmetic and computer software systems.
- Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment; ability to apply this knowledge to difficult problems.
- Thorough knowledge of the laws, rules, regulations and policies of the institution.
- Ability to type complex, technical and confidential information accurately and rapidly and to compose effective and accurate correspondence.
- Ability to work independently on responsible and confidential assignments and secretarial tasks.
- Ability to establish and maintain effective working relationships with officials, employees, students, and associates.
- Ability to convey information effectively and discreetly.

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Desirable Training and Experience

- Associate level college degree in a business related field preferred.
- 1-5 years extensive experience in responsible secretarial and administrative work desired.

This position description may not describe all duties, responsibilities and skills associated with this position. It is intended to portray the major aspects of the job. Other duties or skills may be required.

Signature _____ Date _____