

**CRAWFORD CENTRAL SCHOOL DISTRICT  
11280 MERCER PIKE  
MEADVILLE, PA 16335**

**SECRETARY TO THE DIRECTOR OF BUILDINGS,  
GROUNDS AND TRANSPORTATION**

**QUALIFICATIONS:**

1. High school graduate with secretarial experience of one to three years.
2. Demonstrates 80% or above on District approved performance based assessment.
3. Must have understanding and knowledge of computer technology and multiple software packages.
4. Must possess excellent personal and public relations skills
5. Such alternatives to the above qualifications as the Board, ~~and/or~~ Superintendent and/or Department Director may find appropriate or acceptable.

**REPORTS TO:** Director of Buildings, Grounds and Transportation

**JOB GOAL:** Collaborates with the Director of Buildings, Grounds and Transportation to create an atmosphere of team work to accomplish assigned tasks in order to provide the best educational opportunities for the Administration, Teachers, Students and Parents of the Crawford Central School District.

**PERFORMANCE RESPONSIBILITIES:**

1. ~~Answers all incoming phone calls from 7:00 A.M. to 7:30 A.M. daily.~~
2. Communicates with vendors, companies, contractors and other parties as necessary.

**8.1 - Secretary to the Director of Buildings and Grounds and Transportation 2.**

3. Communicates with the responsible staff persons to confirm delivery and receipt of goods and coordinates services.
4. Prepares purchase orders, inventories and documentation as required by the Director of Buildings, Grounds and Transportation.
5. ~~Types~~Prepares annual bid specifications for the custodial, and maintenance, and transportation operations and tabulates the same for administrative review.
6. Processes all custodial, and maintenance, and transportation, and building use facilities bills for payment prior to board approval and payment. Verify all pricing and extensions on invoices with original purchase orders.
7. Maintains a thorough filing system for all areas of responsibility.
8. Input necessary data for the purpose of accountability, functions of software, and departmental budgeting.
9. Performs other reasonable duties as are assigned by the Director of Buildings, Grounds and Transportation for the well being of the school district.

**TERMS OF EMPLOYMENT:** Salary and benefits to be determined in accordance with the negotiated agreement between Crawford Central Board of School Directors and Crawford Central Educational Support Professional Association.

**EVALUATION:** Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel by the Director of Buildings, Grounds and Transportation.

**REVISED: October 30, 2006**

**REVISED: July 23, 2007**

**REVISED: February 25, 2019**