

# **Secretary to the Custodial Supervisor/Plant Manager, the Athletic Director, and the Transportation Director**

The Secretary to the Custodial Supervisor/Plant Manager, the Athletic Director and the Transportation Director, under the supervision of these three (3) administrators, shall be responsible for the secretarial and clerical duties associated with these departments.

## **Specific Responsibilities**

### **MAINTENANCE**

1. Process all accounting payment vouchers for invoices.
2. Code invoices.
3. Check all invoices/requisitions for errors before processing in the Accounting Department.
4. Serve as a liaison with any ATT phone trouble district-wide.
5. Maintain district building phone system updates.
6. Make sure invoices have a work order number attached for School Dude/Maintenance Direct.
7. Log each purchase transaction connected to a work order in Maintenance Direct.
8. Maintain, update, and problem-solve issues with web-based School Dude/Maintenance Direct.
9. Set up new users for School Dude/Maintenance Direct.
10. Update monthly reports for the state with Maintenance Direct.
11. Maintain monthly fire drills/tornado reports for state.
12. Assist in tracking excessive charges on invoices.
13. Process bids for copier paper, lawn care, upgrades, etc.
14. Type and fax/mail legal notices for bids and bid specs.
15. Maintain information for processing invoices for bids.
16. Process work orders in Maintenance Direct in the absence of Plant Manager.
17. Call in repairs when needed -i.e., HVAC, Glass Repair, Pest Control, etc.
18. Open and process all mail for Maintenance.
19. Track and maintain district-wide paper usage.
20. Update Inclement Weather Policy district-wide and update district with impending inclement weather issues.
21. Create/revise/order district-wide forms.
22. Attend Tier II training for proper coding and changes in coding for Accounting.
23. Update and maintain district-wide maps/boundary areas.
24. Process paper work for sale of district vehicles/buses.
25. Call Advanced with an out-of-service call for elementary fire/tornado drills.
26. Process PO's/requisitions in APSCN.
27. Assist the Accounting Department with information on purchases for Maintenance/Operations.
28. Answer phone calls and handle issues as needed.
29. Sit in on employee interviews when needed.
30. Perform all other duties as requested.

## **TRANSPORTATION**

1. Process all accounting payment vouchers.
2. Receive and code invoices.
3. Check all invoices/requisitions for errors before processing in the Accounting Department.
4. Upkeep and update web-based School Dude/Trip Direct.
5. Receive and approve bus requests/trips in Trip Direct.
6. Track district-owned vehicles –license renewal, monthly fuel logs, annual mileage.
7. Process bids for fuel, new bus/vehicle purchases, vehicle insurance.
8. Type and fax/mail legal notices, bids, and bid specs.
9. Maintain information for processing invoices for bids.
10. Process and maintain district vehicle title of ownership.
11. Maintain deletions/additions to vehicle insurance.
12. Track all mileage charges for district and report to the Accounting Department by using trip reports from Trip Direct.
13. Open and process all mail for transportation.
14. Update Inclement Weather Policy district-wide.
15. Train in Alert Now for emergency announcing if needed.
16. Create/revise/order district-wide forms.
17. Attend Tier II training for proper coding and changes in coding for Accounting.
18. Process paper work for sale of district vehicles/buses.
19. Train new employees in Trip Direct.
20. Problem-solve for new users in Trip Direct and do passwords and set up.
21. Assist/create Emergency Plan Handbooks district-wide.
22. Assist in rental vehicles needed district-wide for insurance, etc.
23. Process PO's/requisitions in APSCN.
24. Assist Accounting Department with information on purchases for transportation.
25. Answer phone calls and handle issues as needed.
26. Serve as liaison for buses/ parents.
27. Arrange travel fuel money and meal money for athletic trip drivers.
28. Update district with impending inclement weather issues.
29. Perform all other duties as requested.

## **ATHLETICS**

1. Process all accounting payment vouchers for AD approval.
2. Process PO's/requisitions in APSCN for all sports.
3. Receive, code, and check all invoices/requisitions for errors before processing in the Accounting Department.
4. Check/run reports in APSCN for athletics/coaches.
5. Process bids for uniforms and student accident insurance.
6. Type/fax/mail legal notices and bid specs.
7. Maintain information for processing invoices for bids.
8. Open and process all mail for athletics.
9. Train in Alert Now for emergency announcing if needed.
10. Create/revise/order district-wide forms.
11. Attend Tier II training for proper coding and changes in coding for Accounting.
12. Assist the AD in his absence with gates bags, bank deposits, etc.
13. Answer phone calls and handle issues as needed.
14. Assist coaches in purchasing/budget information.
15. Assist/create Emergency Plan Handbooks district-wide.

16. Maintain and update Arkansas Activities Association website for district.
17. Upload AAA Eligibility List for each sport per school.
18. Upload/maintain AAA SIP participants lists.
19. Maintain PO's/invoices/requisitions for coaches' purchases.
20. Maintain calendar for gym usage for sports.
21. Process/maintain AAA contracts between schools for all sports.
22. Process/maintain AAA contracts for game officials.
23. Check officials' payment voucher fees.
24. Train new coaches in Trip Direct.
25. Problem-solve for new users with Trip Direct and do password notifications & set up.
26. Receive and approve athletic bus requests for trips in Trip Direct.
27. Be responsible for Athletic Department credit card (Walmart/Regions/Summit).
28. Keep records of credit card usage.
29. Process spreadsheet for payment of credit card with multiple codes per usage.
30. Schedule gate workers for all athletic home events.
31. Keep Activity Bookkeeper updated on all games/times/changes.
32. Notify gate workers with reminders/updates/changes of games/times.
33. Assist gate workers with issues/problems that occur.
34. Correct/advise gate workers on issues.
35. Train new gate workers and make sure all paperwork is complete.
36. Assist/create the Coaches' Handbook and keep it updated.
37. Assist/create Parent Student Handbook and keep it updated.
38. Serve as district contact for the Athletic Accident Student Insurance process.
39. Mail complimentary passes for football/basketball.
40. Process and maintain reserved seating chart for football.
41. Keep database of seats/reservations.
42. Process billing, mail invoices, and process payments/deposits for reserved seats.
43. Process notifications to public for the purchase of reserved seats.
44. Process and maintain reserved seating chart for basketball.
45. Keep database of seats/reservations.
46. Create and manage season passes for all sports district-wide.
47. Create/manage/track athletics passes for district athletes, employees, and retired employees.
48. Process ID's and passes by using the Valcam Photo/ID Centre Machine.
49. Serve as a liaison for the Benton Athletic Booster Club for athletic purchases/charges.
50. Serve as a liaison for Ortho Arkansas Athletic Trainer for purchasing and maintaining physical records.
51. Assist coaches with travel reimbursements/per diem rates, etc.
52. Assist coaches/AD/teams with travel arrangements, hotel, meal money, etc.
53. Assist Accounting in closing out OPEN PO's at end of the fiscal year.
54. Assist Accounting on information for purchases for athletics.
55. Sell season passes/all-sports passes for each sport.
56. Design/create "All Star Sports" ad for BSD's athletic all-stars for the AAA.
57. Design/create programs for state tournaments hosted by Benton.
58. Update district with impending inclement weather issues.
59. Perform all other duties as requested.