



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO TRANSPORTATION SERVICES

JOB TITLE:	Secretary to Transportation Services	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Transportation	TERMS:	226 Days
DEPARTMENT:	Plant Services	PAY GRADE:	Clerical/Par 2

PRIMARY PURPOSE:

Organize and manage the routine work activities and provide the clerical services for the department head and other staff of the Transportation Department

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
STEM training, preferred
Computer skills and knowledge

Experience:

Two years secretarial experience, preferably in a public education environment

Special Knowledge and Skills:

- Proficient skills in typing, word processing, and file maintenance
- Excellent communications and interpersonal skills
- Ability to use personal computer and software
- Basic accounting and bookkeeping skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Verify nomenclature and specifications of purchase requests
2. Search inventory records or warehouse to determine if material on hand is in sufficient quantity
3. Consult catalogs and interview suppliers to obtain prices and specifications
4. Work closely with all district support functions to ensure purchasing needs are being met



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Prepare and distribute all necessary bidding documents to prospective suppliers; responsible for opening bids and proposals and conducting bid evaluation
6. Develop and maintain a purchasing policy and procedure manual, which includes on-line requisitions and purchase orders; continuously train district employees on using proper purchasing processes to acquire goods and services
7. Purchase needed supplies and equipment by competitive bidding, informal, quotations, and negotiations, compliance with district policy and state purchasing laws
8. Maintain accurate and complete purchasing records as required by school board policy, administrative regulations, Texas Education Agency requirements and/or other governing agencies
9. Type or write invitation of bid forms and mail forms to supplier firms or for public posting
10. Type or write purchase order and send copy to supplier and department originating request
11. Compile records of items purchased or transferred between departments, prices, deliveries, and inventories
12. Compute total cost of items purchased
13. Compare prices, specifications, and delivery dates and award contract to bidders or place orders with suppliers or mail order firms
14. Classify priority regulations
15. Review requisitions
16. Confer with vendor to obtain product or service information such as price, availability, and delivery schedule
17. Select products for purchase by testing, observing, or examining items
18. Determine method of procurement such as direct purchase or bid
19. Prepare purchase orders or bid requests



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Approve invoices for payment
21. Expedite delivery of goods to users
22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stressful situations; work with multiple deadlines and frequent interruptions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013