

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;

