

Maintenance: Office Manager/Dispatcher/Bookkeeper

<u>Reports to:</u>	Director for Maintenance
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Office Support VI - 63
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Graduation from high school supplemented by course work in secretarial science or business practices with additional course work in the operation of computers using popular word processing, spreadsheet, file maintenance, and specialized programs**
 - **Three to five years experience in accounting and/or bookkeeping**
 - **Excellent communication skills required**
 - **Valid North Carolina driver's license**

Essential Job Functions:

- Performs responsible skilled work in a large variety of clerical, administrative, dispatching, and bookkeeping tasks involving interaction with all district departments, schools, staff and the general public
- Codes transactions to the correct budget accounts
- Enters purchase orders into the computer system
- Closes out all purchase orders and sends originals to Accounts Payable
- Maintains current status of all open purchase orders to assure intended purchases do not exceed maximum limits
- Examines all invoices for accuracy before approving and submitting to Accounts Payable for payment
- Examines all statement of accounts for accuracy
- Answers incoming phone lines and determines needs of callers in order to assist and/ or dispatch the appropriate staff person to the sites where needed
- Enters and dispatches work orders daily to Maintenance staff
- Maintains phone communication with staff to dispatch services based on school needs and proximity of staff
- Follows up on work orders with staff as needed
- Reports and handles all property and liability insurance claims
- Maintains appropriate insurance coverage on all school buildings and vehicle fleet
- Invoices schools monthly for vehicle repair, gas, A/V, and janitorial supplies
- Enters data and maintains records of all work orders
- Maintains and submits all check requests to Finance
- Posts receipts and disbursements for accounts
- Submits monthly payroll to Finance
- Maintains records of employees' daily attendance
- Orders heating fuel and gasoline for the Maintenance Department and schools as needed
- Maintains departmental files
- Issues manual purchase orders to maintenance as needed
- Coordinates use of the district's vehicle fleet

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- Performs administrative duties for Director for Maintenance
- Serves as Notary for the department
- Assists Energy Manager with year-end reports
- Orders any parts or supplies needed for Energy Management
- Orders office supplies
- Assists with the Fuel Program, programs gas keys and runs monthly reports
- Purchases and sells snacks and drinks for the Maintenance Department
- Purchases coffee supplies for the Maintenance Department
- Orders bottled water for the Central Office and the Ed Center
- Delivers and picks up mail to and from the post office when custodian is absent
- Delivers and picks up mail to and from the Ed Center when custodian is absent
- Handles all purchase orders for the Maintenance Department
- Updates call lists for Security, Fire, and Lift Station alarms for all locations
- Manages monthly procurement cards for Maintenance Department
- Codes all purchases and ensures proper paperwork is attached, activates cards and assists all employees with pin #'s and credit amounts
- Manages cell phones for the Maintenance Department: Orders phones and phone accessories, activates phones, processes the bill for payment
- Schedules service and repair for elevators, fire alarm, and hood suppression systems for all locations
- Distributes interoffice and general delivery mail
- Serves as a liaison between employees and payroll specialists to help answer payroll-related questions
- Reports and files all Supervisor Report of Accident (Workman's Comp) for the Maintenance Department
- Greets visitors and directs them to their intended destinations
- Assists with GovDeals (online auction)
- Registers staff for a variety of in-service training: Processes payment and sends registration forms for classes, makes hotel accommodations and processes per diem
- Maintains records for the Maintenance Professional Development Program and ensures employees are meeting the requirements for the program annually
- Schedules interviews for new hires
- Orders and distributes safety supplies
- Trains new hires on how to use Timekeeper, Chromebooks, and SchoolDude
- Lowers and raises the flag at the Central Office when needed
- Reports power outages and pole light repair to the power company for all locations
- Problem solves and assists with computer-related problems
- Enters help desk tickets for assistance from IT
- Assists employees with open enrollment annually
- Orders copy paper for Maintenance, Transportation, Finance, and the Central Office
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations