

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional- Custodial Services	Department: Custodial/Maintenance	Unit: Office Professionals
Immediate Supervisor: Maintenance Supervisor	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Maintenance Supervisor, the Office Professional-Custodial/Maintenance is responsible for providing a variety clerical and secretarial support functions within the Custodial/Maintenance Department to include such responsibilities and tasks as schedules custodial substitutes; reviews, verifies and processes departmental time cards; reviews, verifies, codes and enters invoices for accounts payable; performs general office responsibilities and assists in special projects/reporting, as needed.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Determines need for custodial substitutes in the AESOP system. Calls and assigns substitute custodians to buildings and communicates with Head Custodians.
2. Conducts and performs various bookkeeping and accounting responsibilities for the department. Duties include but are not limited to:
 - Processes, reviews and codes employee time cards. Verifies overtime and comp time claim forms. Calculates hourly and overtime rates. Scans payroll information for payroll department.
 - Processes accounts payable and E-Pay invoices. Codes and enters all accounts payable into the district financial system (e.g. Skyward) for payment. Runs accounts payable edit and balances. Resolves any discrepancies between records and vendor information. Processes journal entries and sends to Central Services.
 - Updates vendor information and lists. Collects W-9 forms from vendors.
 - Processes P Card accounts. Run reports for each card; compiles and attaches all invoices and packing slips, enters codes and submits to Central services..
3. Performs a wide variety of office and administrative support activities for the department.
 - Answers, screens and handles department phone calls.
 - Posts online employment applications, sets up job interviews, maintains all employee records and required license information.
 - Makes arrangements for department meetings; prepares agendas, and sends out notices.
 - Assists the Maintenance Supervisor in maintaining the work order program.
 - Orders officer supplies and maintains records of Health & Safety invoices, fuel usage, and other department records/purchases.
 - Coordinates and assists in scheduling hazardous waste pick ups, recycling pick ups; medical waste pick ups, or related activities.
 - Schedules custodial training, department in-services or training.
 - Updates and maintains material safety data updates.
 - Processes and records all utility invoices.

- Maintains Fire Marshal Inspection Drill logs, OSHA Forms, Water Testing logs and Backflow Preventor logs.
 - Prepares and submits various departmental reports (e.g. Homeland Security, hazardous waste, recycling) to appropriate local, state or federal agencies, as required.
4. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
	<ul style="list-style-type: none"> • Knowledge of district administrative policies and procedures. • Fundamentals of computer operation and business productivity software including specialized District software/applications relevant to the district (i.e. Skyward, AESOP, etc.). • Basic fundamentals of bookkeeping in accounting in handling departmental related payroll, accounts payable and credit card processing activities. • Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements. • Department procedures in the scheduling and coordination of departmental meetings, absentee coverage, training sessions, recycling or hazardous waste pick ups. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. 		
LICENSE/ CERTIFICATION		Identify licenses/certification required: A valid MN Driver's License or evidence of equivalent mobility.	
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year clerical/secretarial and/or customer support experience.			
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service, business etiquette, and human relation. • Communication and writing skills. • Performing general accounting/bookkeeping pertaining to custodial payroll record processing, departmental accounts payable. • Prioritizing work and office organizational skills. • Establishing and maintaining department records and files. • Using and applying customized business applications and office productivity software. • Applying judgment, problem solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules. 	



- Coordinating and making arrangements for special events, meetings, training sessions, etc.
- Compiling, preparing and submitting departmental reports to various local, state or federal agencies.
- Maintaining and updating activities files and records.
- Time management and multi-tasking skills.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs			x	
Walk		x			Up to 25 lbs		x		
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.

SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head’s Signature
Date

Classification History:
 Created classification description 6/2016 BCC

