

APPROVED

APR 07 2026

GC SCHOOL BOARD



George County School District

Maintenance Secretary Job Description

Job Purpose

- Provide comprehensive administrative and clerical support to the Maintenance Director and maintenance staff to ensure efficient operation of the district's facilities department.
- Manage the maintenance work-order system, coordinate vendor services, maintain financial and compliance records, and support daily operations related to district buildings and grounds.
- Exercise initiative and independent judgment, including acting in the absence of the supervisor when necessary.

Knowledge, Skills, and Abilities

- Knowledge of basic accounting and bookkeeping principles, including processing invoices, reconciling accounts, and monitoring expenditures within budget parameters.
- Knowledge of grammar, punctuation, and standard business correspondence practices.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook) and ability to utilize computerized maintenance management systems (CMMS) to track and document work orders.
- Ability to gather, organize, and maintain detailed records, reports, and statistical data with accuracy.
- Ability to prepare written materials including reports, memos, procedures, and spreadsheets in compliance with legal and administrative requirements.
- Ability to operate standard office equipment, including computers, copiers, scanners, calculators, and multi-line phone systems.
- Ability to coordinate multiple tasks, prioritize emergency repair requests, and meet deadlines.
- Ability to communicate effectively and professionally with administrators, principals, custodial staff, vendors, and the public.
- Ability to understand and apply district policies, safety codes, and facility-related regulations, including maintaining documentation such as inspection reports and safety data sheets.
- Ability to independently compose correspondence, make accurate mathematical calculations, and maintain organized filing systems.
- Ability to maintain confidentiality and establish cooperative working relationships.

Minimum Qualifications

- High School Diploma or GED required.
- Associate's degree in Business, Office Administration, or related field preferred.
- Minimum of 2–4 years of progressively responsible secretarial or administrative experience, preferably in maintenance, construction, facilities management, public service, or a school district environment.
- Demonstrated experience with bookkeeping or financial record-keeping procedures preferred.
- Proficiency in data entry and use of standard office equipment.
- Must pass required criminal background and child abuse registry checks in accordance with Mississippi law.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Receive, prioritize, and process maintenance requests; create and assign work orders; track progress through completion.
- Serve as the central point of contact for maintenance communications, including answering inquiries and routing correspondence.
- Coordinate with outside contractors to schedule services, confirm access to facilities, and maintain required documentation such as insurance and licensure records.
- Prepare a variety of written materials including reports, spreadsheets, memos, and procedural documents to support departmental operations and compliance requirements.
- Maintain accurate files related to inspections, safety documentation, vendor contracts, and facility compliance records.
- Process invoices, review timesheets, reconcile account balances, and monitor departmental expenditures to ensure efficient use of financial resources.
- Compile and post financial and statistical data for reports and administrative review.
- Order and maintain inventory of maintenance supplies, tools, parts, and office materials.
- Schedule departmental meetings, safety trainings, and facility walk-throughs as directed.
- Receive emergency facility calls and dispatch maintenance personnel in accordance with district protocol.
- Establish and maintain organized filing systems for operational, personnel, and financial records.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent, including limited travel to meetings when required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Maintenance Director

Supervises: N/A

Terms of Employment: 200 Days

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature