



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

DATE: November 27, 2023

TITLE OF VACANCY: Secretary V – Operations and Maintenance

LOCATION: Service Center, 530 West Reynolds

HOURS PER DAY: 8

DAYS PER YEAR: 260 Days including 16 paid holidays

REQUIREMENTS/QUALIFICATIONS:

1. Previous payroll &/or bookkeeping experience
2. Ability to make mathematical calculations rapidly & accurately
3. Working knowledge of the District intranet
4. Ability to file numerically, alphabetically & chronologically
5. Working knowledge of business English & accurate spelling
6. Working knowledge & proficient in Microsoft Word, Excel, FileMaker & other applications
7. Accurate typing at a minimum of 55 wpm
8. Ability to communicate & maintain good working relationships with District staff & public
9. Ability to follow written & oral instructions to complete assigned tasks with a minimum of supervision
10. Perform other duties as assigned

SPECIFIC RESPONSIBILITIES:

1. Maintain confidentiality of office interactions
2. First responder to answer telephones, handle emergency calls immediately by contacting O&M staff
3. Maintain payroll for the O&M staff, verify time sheets, input hours into payroll system
4. Maintain personnel files on O&M staff, workman's comp. claims & family medical leave of absences
5. Create/input work orders requested & process completed work orders, sort & file
6. Initiate & maintain records for invoices for repair & maintenance services
7. Process invoices incurred by O&M staff and check statements from outside vendors for accuracy
8. Process & maintain utility accounts & input weekly summary amount in RDA accounting system
9. Bill other District departments for charges incurred during repair/replacement of trade work in buildings
10. Prepare quarterly billing report for Ball Charter work orders
11. Maintain charges on procurement cards for materials incurred by O&M staff
12. Distribute weekly to Graphics heating/cooling requests for individual in-District building events
13. Contact elevator companies when service issues arise in the buildings
14. Distribute mail & correspondence
15. Update mailrun schedule for school year & summer routes, communicate disruptions in mail service
16. Maintain Bereavement Flower Fund

APPLICATION DEADLINE/OPEN UNTIL:

December 5, 2023 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$157.92 Per Day (Step V/I or Appropriate Step of 2023-2024 Salary Schedule)

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement.

SELECTION PROCESS: Application, Testing, Interview, Selection Per Local 15 contract

HOW TO APPLY: Go to [Human Resources](#) and click on classified vacancies, follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Avenue
Springfield, IL 62703
217-525-3006

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