



Savannah State University Position Description – Sr. Administrative Secretary

POSITION DESCRIPTION

Position Title: Sr. Administrative Secretary FLSA Status: Non-Exempt
Reports to: Director of Physical Plant
Department: Physical Plant
Date Prepared: June 2008

BASIC FUNCTION

This position manages the day-to-day functions of the Physical Plant office. This entails the daily running and management of the office; maintaining office records; directing inquiries from internal and external requests to appropriate destinations; maintaining correspondence, computer files and University files, as well as professional reports. Supervises student employees. It also maintains files for purchases requests as well as scheduling and maintaining appointment calendar for the office and Director.

NATURE & SCOPE

This position is accountable for providing administrative duties and overall office support in an efficient and timely manner.

The incumbent supervises student employees, and maintains files and print materials, as well as scheduling and maintaining appointment calendar for office and Director.

This position is also responsible for the Purchase Card for the Administration office and all paperwork associated with it.

Advise employees on operational procedures, methods, and policy matters; confers with and advises superiors concerning clerical performance standards and other operational problems.

PRINCIPAL ACCOUNTABILITIES

Provides basic clerical and technical knowledge and skills to the office.

Processes all of Physical Plant's paperwork.

Provides customer service, and keeps office inventory updated.

Maintains the Director's calendar and schedules appointments

Maintains correspondence internal/external and general staff support.

Manages the flow of Physical Plant affairs, travel arrangements, reimbursements, purchasing/check requests.

Maintain personnel files and prepare timesheets for payroll.

Approves and signs requisitions, vouchers, forms and other documents in the absence of the Director

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.