LIVONIA
PUBLIC SCHOOLS
15125 Farmington Road • Livonia • MI • 48154 Phone (734) 744-2500

(1.0) Secretary to the Director of Operations
(Level I – 12 months/full-time)

LOCATION: Operations Department - Central Office
REPORTS TO: Director of Operations
DATE AVAILABLE: January 4, 2027
POSTING DATES: October 22, 2026 – minimally October 29, 2026 (or until filled)

POSITION DESCRIPTION:

The Secretary to the Director of Operations serves as the primary administrative support person for the Operations Department and is often the first point of contact for staff, vendors, contractors, community members, and visitors. This position plays a key role in supporting the daily operations of the department through administrative coordination, purchasing and bid administration, Board of Education support, payroll reporting, records management, departmental communications in IT, and customer service activities. Responsibilities include managing multiple priorities while ensuring efficient and effective support of district operations.

DISTRICT OVERVIEW:

Livonia Public Schools employs approximately 1,800 staff members, serving approximately 13,100 students pre-K – post secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the school district. The annual budget for Livonia Public Schools is $185 million, with a state funding of $10,050 per pupil.

BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of children. Beyond the satisfaction of knowing you're helping thousands of students grow and learn, you will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
  - The district's contribution is the maximum allowed by Michigan law.
  - Family coverage eligibility for employees working 30 hours or more per week.
  - Single coverage eligibility for employees working 20 hours but less than 30 per week.
  - Optional "cash in lieu" of medical insurance for those who qualify.
- Dental, vision, and life insurance:
  - The district pays 100% of the premium for all employees who have family coverage at 30 hours/week and single coverage at 20 hours/week.
- Long-term disability coverage:

    - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members.
    - Completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Paid holidays; earned vacation, sick, and bereavement days.
- Longevity pay.
- Paid "act of God" days, such as snow days.

Additionally, the children of employees living outside the district's attendance boundaries are eligible to attend Livonia Public Schools via schools of choice if working 20+ hours/week.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required; associate degree preferred
- Minimum of three years of successful secretarial, administrative assistant, or office support experience
- Experience utilizing Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint
- Strong organizational and time-management skills
- Excellent verbal and written communication skills
- Demonstrated ability to provide exceptional customer service
- Ability to establish and maintain positive working relationships with staff and community members
- Ability to prioritize multiple projects and meet deadlines with accuracy and attention to detail
- Experience in a school district, public sector, or business office environment preferred

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Administrative Support

- Provide administrative and clerical support to the Director of Operations and Information Technology Department.
- May provide operational, and cross-functional support to other departments supervised by the Director of Operations.
- Maintain department calendars, schedules, files, and confidential records
- Prepare correspondence, reports, presentations, spreadsheets, and related documents
- Serve as the primary contact for departmental phone lines, visitor inquiries, and communications.
- Maintain departmental organizational charts, contact lists, and records systems

Purchasing, Bids, & Technology Procurement

- Process purchase orders, requisitions, invoices, contracts, and departmental budgets.
- Support technology purchasing, recordkeeping, and vendor coordination.
- Coordinate the posting, tracking, and administration of public bids, leases, notices, and requests for proposals.
- Prepare bid documents and assist with bid openings in accordance with district and state requirements.
- Maintain procurement records, contracts, and related documentation.

Board and Committee Support

- Prepare and maintain Board of Education agendas, reports, committee meeting materials, minutes, and supporting documentation.
- Attend meetings as assigned and prepare official meeting minutes.
- Assist with Board agenda items and follow-up documentation related to operational and technology matters.

Payroll & Records Management

- Maintain payroll, timekeeping, and personnel records for assigned departments.
- Assist with payroll reporting, time entry, absence tracking, and related documentation.
- Coordinate with Payroll and Human Resources departments as needed.
- Maintain electronic filing systems, databases, websites, and departmental records.

Department Operations & Technology Initiatives

- Maintain Operations and Technology Department information on the district website.
- Assist with facility lease administration, tenant communications, and district election planning.

- Support capital improvement projects, operational initiatives, technology projects, and special initiatives.
- Support emergency preparedness planning and maintenance of departmental contact information.

Customer Service & Department Liaison

- Serve as liaison between district departments, contractors, vendors, public agencies, and community partners.
- Provide outstanding customer service to employees, contractors, vendors, and community members.
- Communicate effectively with district personnel regarding operational and technology processes.

Additional Duties

- Perform special projects and other duties as assigned by the Director of Operations & Information Technology.

CONDITIONS OF EMPLOYMENT:

This position is a Level I, twelve-month position working eight hours per day.

Salary and benefits shall be in accordance with the terms and conditions of the Agreement between the Livonia Public Schools School District and the Livonia Secretarial Association, Michigan Education Association.

APPLICATION PROCESS:

All applicants, including current Livonia Public Schools employees, must complete and submit an application through AppliTrack accessible through the Livonia Public Schools website. Applicants should upload a cover letter, resume, copies of educational transcripts or certificates, and three current letters of recommendation.

APPLICATIONS:

Applicants must complete and submit an application through Applitrack, available on the Livonia Public Schools webpage. The deadline for applications is: October 29, 2026 (or until filled)

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, and marital status- Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability- Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.