

**Support V**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Facilities/Operations**

**TITLE: Support Associate V**

**QUALIFICATIONS:**

1. High School degree. Associate degree in business or accounting preferred.
2. Two or more years of increasingly responsible experience in a professional office environment.
3. Effective communication and computer skills.

**REPORTS TO:** Director of Facility Planning and Construction

**JOB GOAL:** To provide assistance and support for the Facility Planning and Construction department.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follows all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to facility planning issues.
2. Establish and maintain project files and directories on capital improvement projects; develop trends in design fees; document contractor/designer performance.
3. Receive, distribute and monitor warranty repair request from the schools.
4. Assist with the preparation of financial reports on a project and program level; prepare and post purchase order requests.
5. Prepare and route for appropriate signatures and distribution all contract documentation including design consultant agreements, owner-contractor agreements and change orders.
6. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; researches content items for correctness of presentation and applicability.
7. Compile and prepare status reports on capital improvement projects; prepare board agenda items and appendixes.
8. Maintain supervisor's calendar, coordinate schedule of capital improvement projects, arrange travel schedule, make appointments and handle telephone inquiries.

9. Attend training sessions and /or seminars as required to maintain or enhance skills that may be required for successful performance of this position.
10. Perform other duties and responsibilities as requested by the Director of Facility Planning and Construction.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 64

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.