

Laguna Beach Unified School District
Job Description: Assistant to Facilities and Nutrition Services

BASIC FUNCTION:

Under the direct supervision of the Director of Facilities and general supervision of the Assistant Superintendent, Business Services, performs a variety of skilled, technical administrative and secretarial tasks as assigned in the day-to-day operation of the Business and Facilities Offices, including other related duties as directed.

ESSENTIAL DUTIES:

- Prepare, review, and maintain spreadsheets, schedules, calendars, forms and documents for school facilities related projects.
- Assist with District construction tracking and documentation.
- Organize requests for facility use in collaboration with school site administration and office staff.
- Assist with administration of school facilities fee.
- Prepare requisitions and orders for facilities supplies, materials, and equipment.
- Collect District fees and provide reconciliation, reimbursement, and accounting report.
- Assist District administrator in the coordination of the use of facilities process for District facilities, including the accepting, logging in, and organizing applications for the use of the Artist Theatre by school and community groups and organizations.
- Provides back up for the printing, mailing, and reconciling for all District purchase orders using the OCDE purchase order system, including processing of 1099 requests and updating and maintaining vendor list.
- Assist with the preparation of requests for facilities proposals (RFP's) and bids.
- Plans, organizes, and performs a wide variety of specialized and responsible secretarial duties; schedules and coordinates various meetings and appointments.
- Reviews and screens incoming correspondence and communications and prioritizes for assigned supervisor.
- Receive telephone calls and office visitors, providing information involving interpretation of departmental procedures and policies.
- Perform a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
- May attend meetings and transcribe minutes.
- Independently or from general instructions, composes correspondence and reports requiring a thorough knowledge of departmental policies and operational procedures; maintains confidentiality as necessary.
- Receive and process Free and Reduced Meal Federal Applications.
- Review and process daily site kitchen deposits.
- Review monthly production records.
- Prepare for accounts payable processing nutrition services invoices.
- Maintain and support software tools of facility use, work orders, facilities planning, facilities accounting and other as needed to support office functions.
- Develop presentations as needed in power point or similar software.
- Under the supervision of the Director of Facilities, provide documentation and communication to vendors.

OTHER REPRESENTATIVE DUTIES:

- Provide assistance to Business Services staff as necessary and requested.
- Engage in cross training on business functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accounting systems and procedures.
- The Civic Center Act.
- Organization and coordination of specialized and responsible clerical and secretarial support functions; modern office methods and procedures including receptionist and telephone techniques.
- Methods and techniques of filing and record keeping.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Provide technical information and assistance concerning policies and procedures related to developer fees and facilities use.
 - Perform a variety of duties and provide assistance to community and staff related to facilities use.
 - Effectively and efficiently plan, organize, and coordinate requisition and purchase system.
 - Apply, explain, enforce rules, regulations, policies and procedures.
 - Perform mathematical calculations quickly and accurately.
 - Make complex mathematical calculations and verify computation.
 - Answer telephones and greet visitors and the public courteously.
 - Understand and carry out oral and written directions.
- Establish and maintain collaborative and cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Three years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education:

Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and secretarial skills.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.

- Frequent interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 15 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, function and limitations of assigned duties.
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences.