



**HAWAII BAPTIST ACADEMY
DETAILED JOB DESCRIPTION**

Job/Position Title: Facilities Administrative Assistant

Office: Facilities

Reports to: Facilities Director

Status: 12 months (non-exempt)

Primary Purpose: Facilitates, coordinates, and serves as a liaison between the Facilities Director and campus administrators and directors. Works with security, athletics, and administration to ensure that events and parking are coordinated for our HBA community, including faculty, staff, parents and students.

Essential Duties/Function:

- Works with the Facilities Director on building and equipment maintenance schedules, including but not limited to daily tasks and preventative maintenance issues.
- Works with the Facilities Director to handle emergency maintenance calls.
- Work with the Facilities Director to obtain quotes, and/or bids, while ensuring budgets are managed for upcoming projects and scheduled maintenance of facilities.
- Work with the principals, athletics, and security to ensure proper set up of events and transportation needs of our HBA community, including faculty, staff, and students.
- Work with Facilities Director to develop procurement of equipment and supplies necessary for all HBA campuses.

Other Duties/Functions:

- Maintains good customer service with our vendors and contractors.
- Coordinates and assists with all Facilities activities, work direction, and support system.
- Provides administrative support to the Facilities Department.
- Manages and coordinates facility request forms and calendar.
- Strong understanding of the organizational structure and ability to work with the Director of Facilities and Director of Finance to ensure sound usage of financial resources to maintain facilities.
- Other duties as assigned.

Core Competencies Required of All Employees of HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Rewards of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.
- Teamwork. Promote teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Make it "easy to do business with" HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarify expectation and measurements of performance. Seek guidance or other resources needed. Take personal ownership for results by holding self and others accountable for results. Show strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problem or issue. Determines information needs and collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accept both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for

opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.

- Supporting and Leading Change. Participate in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

Working Conditions:

- Equipment and Software Use: Computer, telephone, copying machine, fax machine, MS Office. Familiar with or ability to learn Google docs/calendar forms. Proficiency with Excel and formulas.
- Work Hours: 7:30am-4:00pm., Monday-Friday (8 hours/day). Some evening and weekend events to attend.
- Mental Demands: Creative thinking skills, ability to work with diverse groups of people, ability to perform multiple tasks simultaneously.
- Physical Requirements: Sitting for extended periods of time.

Qualifications/Requirements:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his or her life; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination. Should be an active member of a local church, preferred Southern Baptist and affiliated with the Hawaii Baptist Convention.
- Knowledge, Skills and Abilities: Excellent verbal and written communication. Good organizational skills. Outstanding interpersonal relationship skills. Strong management/leadership skills.
- Education/Training: Bachelor degree from an accredited university preferred.

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by HBA at any time as deemed appropriate.