

**RSU 5 Durham ~ Freeport ~ Pownal**  
**Administrative Assistant to the Director of Facilities and Transportation Job Description**  
**Classified Support**

**QUALIFICATIONS:**

1. Minimum of high school diploma or GED/HiSET equivalent,
2. Hold a valid State of Maine Criminal History Records Check Approval,
3. Proficient in written and oral communication skills,
4. Ability to learn and implement new technology programs,
5. Proficient in the use of office equipment,
6. Ability to organize including managing and prioritizing tasks,
7. Ability to interact well with school personnel, students and the public,
8. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills, and proficiency with using technology including student database software and financial software.

**REPORTS TO:**

Director of Facilities and Transportation

**JOB GOAL:**

To assist the Director of Facilities and Transportation, provide support to staff, and complete tasks necessary for the efficient operation of the Department of Facilities and Transportation.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains a positive relationship with staff, town officials, and the public.
2. Assist the Director of Facilities and Transportation in general administrative operations.
3. Maintains the confidential nature of the position.
4. Operates office equipment.
5. Maintain contracts for service providers.
6. Monitor that required State reports are submitted within time frames.
7. Complete/maintain purchase order information and order all supplies and equipment for the Department of Facilities and Transportation within warrant time frames.
8. Scheduling and oversight of field trips, athletic trips, and co-curricular trips.
9. Maintains office calendar.
10. Sends out agendas for department meetings.
11. Processes and ensures open work ticket flow through completion.
12. Perform additional duties/special projects and administrative functions as requested by the Director of Facilities and Transportation.

**ESSENTIAL JOB FUNCTIONS:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Communicate effectively.
5. Complete with precision and safety all physical duties, including the ability to reach and lift at least 10-20 lbs.
6. Sustain and complete with accuracy assigned seated clerical tasks.
7. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**LEGAL AND ETHICAL DUTIES :**

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

**TERMS OF EMPLOYMENT:**

Salary and benefits will be determined by the Superintendent.

**EVALUATION:**

Evaluated annually by the Director of Facilities and Transportation

**NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee Name: \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to Personnel File  
File Copy to Employee  
Adopted: