



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Administrative Assistant to Buildings & Grounds Supervisor

Qualifications:

1. High school diploma; Bachelor's degree preferred
2. Strong analytical, communication and human relations skills;
3. Minimum of three years' experience in general or school office work;
4. Knowledge of Microsoft Office Suite
5. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status;
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

Buildings and Grounds Supervisor

Job Goal:

To serve as the Buildings and Grounds Supervisor's confidential administrative assistant and provide secretarial services within the buildings and grounds department in an organized and professional manner.

Performance Responsibilities:

1. Assist in coordinating the organization; day to day business of the Buildings and Grounds Department
2. Maintain files for employee training and correspondence for Right to Know Program.
3. Maintain IAQ and IPM plans and notifications
4. Obtain price quotes for supplies and equipment
5. Prepare purchase requisitions for all department purchases.
6. Maintain HVAC control system maintenance records
7. Assist in development and entry of annual departmental budget
8. Prepare and maintain weekly time sheets for all maintenance department personnel.
9. Input departmental payroll on semi-monthly basis
10. Maintain and update overtime list on a weekly basis.
11. Maintain filing system.
12. Maintain records for use of facility requests on a weekly basis.
13. Review coverage of night and weekend shifts with Supervisor.
14. Sort mail and answer the telephone.
15. Maintain vacation/personal day requests within department
16. Update department website when applicable
17. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Management Responsibilities:

Duties are completed under direction of the Buildings and Grounds Supervisor, but with considerable latitude to exercise initiative and independent judgment. Many tasks are complex and time consuming and require extensive self-direction.



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Employment conditions:

Contract year:	July 1 to June 30
Job Family	Administrative Assistant
Pay Grade/Compensation Structure:	G11
Evaluation:	In accordance with Board policy