ADMINISTRATIVE ASSISTANT - FACILITIES

Purpose Statement

The job of Administrative Assistant-Facilities is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrators; communicating information on behalf of administrator to school and district staff, other districts, public agencies, consultants, contractors, etc.; ensuring compliance of department/program activities with financial, legal and administrative requirements. Coordinating the District Safety Program; performing accounts payable functions related to department activities; and acting as liaison between the Administrator and other parties, providing information, addressing issues and/or providing general support.

Essential Functions

- Assists Director of Facilities, project managers, maintenance supervisor, custodial supervisor and other administrative personnel as may be required for the purpose of supporting them in the completion of their work activities
- Assists Director of Facilities, project managers, maintenance supervisor, custodial supervisor and other administrative personnel with the Request For Qualifications/Proposal (RFQ/P) process for consultants and contractors; assists with the bidding process to ensure state and board policy compliance
- Manages electronic and paper filing system for maintenance, capital and bond projects managed through the Facilities Department
- Assist Director of Facilities in developing and implementing district wide and department safety training and programs to ensure state and board policy compliance
- Communicates with other departments, administrators and outside agencies for the purpose of coordinating activities, exchanging information and resolving issues or concerns
- Coordinates and organizes office and department activities and flow of communication for the administrator(s) to assure the smooth running of the Facilities Department
- Oversees office operations and the workload of department for the purpose of maximizing the efficiency of the work force and meeting operational requirements
- Develops and implements office procedures and creates office forms for the purpose of assuring complete and timely operations, and facilitating workflow
- Evaluates situations involving (e.g. other staff, the public, emergencies, personnel, etc.) for the purpose of taking appropriate action and/or contacting other agencies or personnel in order to resolve the situation
- Processes documents and materials (e.g. legal notices, stop notices, bids, purchase orders, notices of completion, requisitions, department payroll, state funding documents etc.) for the purpose of disseminating information to appropriate parties
- Composes documents (e.g. standardized correspondence, agendas, memos, reports, board items, agreements, bulletins, etc.) for the purpose of documenting events, providing written reference and/or requesting information or approval
- Creates a wide variety of complex documents (e.g. correspondence, reports, databases, charts, surveys, invoices, purchase orders, etc.) for the purpose of communicating information schools and personnel, the public, state officials, etc.
- Performs special projects and prepares various forms and reports on behalf of the assigned administrator(s); attends to administrative details on special matters as assigned; performs varied duties related to the administrators' area of responsibility and assigned programs for the purpose of relieving the administrator(s) of a variety of secretarial and administrative details
- Assists with the management of databases on developer fees and developments and develops quarterly reports; reconciles quarterly revenue with account technician
- Compiles data from a variety of sources (e.g. agenda items, state documents, databases, etc.) for the purpose of complying with financial, legal and/or administrative requirements
- Coordinates various activities (e.g. appointments, calendars, alternative materials, etc.) for the purpose of delivering services in conformance to established guidelines
- Maintains a variety of files and records (manual and computer) (e.g. work orders, current job cost information, developer fee database, product warranty, vendor lists, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements
- Receives, screens and routes telephone calls; greets and assists visitors, refers callers or visitors to appropriate staff members, takes and relays messages, responds to requests, complaints and questions from officials, staff and public for the purpose of representing the District
- Maintain inventories of supplies and materials for the purpose of ensuring items' availability
- Presents information on administrative procedures, services, regulations, etc. for the purpose of orienting other personnel and/or disseminating information to appropriate parties
- Researches a wide variety of topics (e.g. discrepancies, current practices, policies, suppliers, equipment, contracts, etc.) for the purpose of providing information for addressing a variety of administrative requirements
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, developers, attorneys, contractors, architects, students, public agencies, etc.) for the purpose of providing information, facilitating communications among parties and/or providing direction
- Schedules a variety of activities as may be required (e.g. meetings, travel arrangements, training, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities

- Manages and updates the department's website for the purposes of communicating with the public
- Attends a variety of meetings for the purpose of receiving and/or conveying information required for district operations
- Other related duties as assigned

Job Requirements & Skills
SKILLS are required to perform multiple, technical and non-technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; preparing and maintaining accurate records; using pertinent software applications; adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; office methods and practices; pertinent codes, policies, regulations and/or laws; and advanced use of computer software applications such as Microsoft Excel, Microsoft Word and Microsoft Outlook.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: displaying tact and courtesy; adapting to changing work priorities; being attentive to detail; establishing and maintaining effective working relationships, communicating with diverse groups; working as part of a team; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring the use of funds. There is a continual opportunity to impact the District's state and local facilities funding, the efficient operation of construction projects and department services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Generally, the job requires 70% sitting, 10% walking and 20% standing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
At least five years of job related experience with increasing levels of responsibility is required. Past experience with mulit-million dollar construction projects is desirable

Education
High School Diploma or equivalent supplemented by college level course work in the field of business, secretarial science or a related field and five years of secretarial and administrative assistant experience

Required Testing
Successful Completion of Pre-Employment Process to include Excel, Word, Math, 10 Key Operation Typing (55 wpm)

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
Notary Public License Desirable

Clearances
DOJ/**FBI** Fingerprint clearance
TB Clearance
Drug Screening

Supervision
Director of Facilities, Maintenance and Operations

Salary Grade
Range 29 Classified Salary Schedule

Work Year
260