

Administrative Assistant - Maintenance & Operations

Purpose Statement

The job of Administrative Assistant - Maintenance & Operations is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Department of Maintenance and Operations; preparing and conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of Maintenance and Operations

Essential Functions

- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, custodial supply orders, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for Director.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, substitute custodian schedules, ordering of all custodial supplies, ordering of all warehouse supplies, updating in District software system, payroll processes, card access system, etc.) for the purpose of completing daily Maintenance & Operations process in a timely and accurate manner.
- Creates a wide variety of manual and electronic documents files and records (e.g. work orders, requisitions and payments, financial records for warehouse and custodial operation, invoices, MSDS sheets, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Facilitates training schedule for new substitute custodians and new M & O employees for the purpose of providing necessary support for employee success.
- Oversees the work activities within the office (e.g. computer, photocopier, telephone, visitors, substitutes, etc.) for the purpose of organizing daily assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or training seminars for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, invoices, requisitions, meeting minutes, charts, periodic and ad-hoc reports, inspection reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares paper work for M & O employee applicant interviews, and acts as member of interview team, when assigned for the purpose of ensuring thorough assessment of M & O applicants.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, District substitute key records, return/issuance of keys, return/issuance of proximity cards, leave slips entered into payroll system, etc.) for the purpose of ensuring operations processes are completed and are in compliance administrative guidelines and/or regulatory requirements.

- Provides administrative assistance to central receiving and the warehouse (e.g. ordering, catalog maintenance, inventory control, audit, etc.) for the purpose of maintaining up to date inventory information.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities for the purpose of providing necessary arrangements for the Department.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related District Financial software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; general knowledge of M & O processes; concepts of grammar and punctuation; office methods and practices; and District employment and payroll requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized 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 job-related equipment. 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 to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

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Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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