**Administrative Assistant- Maintenance and Facility Services**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Maintenance/Director of Facility Services

**Dept / Campus:** Maintenance Department **Paygrade:** 206

**Wage/Hour Status:** Non-Exempt **Date Revised:** Aug 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Facilitate the efficient operation of the Maintenance Department, including payroll, budget, purchasing, work-orders, and inventory control within established timelines.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Bachelor’s Degree in the area of Business, Construction, or related field preferred

**Special Knowledge/Skills:**

Demonstrated ability to be a self-starter, task oriented, and perform with a high degree of accuracy

Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing

Proficient skills in word processing and file maintenance

Effective organizational, communication, and interpersonal skills

Patient and calm demeanor with others

**Experience:**

Three years of business related experience with direct authority over budget

One year of supervisory or management experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Review monthly payroll records for all department staff and ensure accuracy and timely submission to district payroll office.
2. Ensure completion and accuracy of monthly overtime reports, absences, and comp time balances.
3. Assist Director to review incoming work orders and ensure completion and accuracy in online system.
4. Enter or approve all purchase requisitions and approve all Maintenance invoices for payment.
5. Work closely with the TISD Purchasing Department to ensure materials are acquired in compliance with all rules and regulations and at a good market price, including obtaining price quotations.
6. Manage inventory control system for equipment, supplies, and facilities.
7. Keep a running history of purchases made from each vendor, review inventory records, maintain all inventory updates, and communicate with vendors regarding inquiries.
8. Demonstrate responsible fiscal control over assigned program budgets.
9. Assist in the preparation of Maintenance budget and review regularly to ensure that programs are cost effective and funds are managed prudently.
10. Monitor radio traffic and assist with switchboard back-up as needed.
11. Prepare all data for handbooks and facilities updates, as necessary.
12. Assist the Director in setting up classes for training seminars, respond to inquiries regarding classes and track staff development credit hours.
13. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
14. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
15. Maintain a positive and effective relationship with supervisors, co-workers, students, district administrators and community, addressing problems or concerns in a prompt and courteous manner.
16. Communicate effectively with all levels of district employees, outside agencies, and the general public.

**EQUIPMENT USED:**

# Personal computer, calculator, printer, fax, copier, scanner, two way radio

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary.**

**Physical Demands/Environmental Factors:**

While performing the duties of this job, the employee is regularly required to sit; communicate verbally and electronically; and use hands to finger, handle, or feel objects, tools, or controls; stand; move throughout the building and/or to other facilities; reach with hands and arms; and drive. Frequently required to lift or exert force of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate. Regularly required to travel to facilities within the district.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date