

Position:	Administrative Assistant to Director of Facilities
Term:	Full-Time/12 Month
Classification:	Classified
Location:	Buildings, Grounds, & Transportation
Qualifications:	High School Diploma or Equivalent; Business/secretarial courses; 2-3 years' secretarial experience in progressively responsible positions, preferably in a school system; Such alternative to the above qualifications as the Board may find acceptable
Supervisory:	No
Reports to:	Director of Facilities

The Administrative Assistant to Director of Facilities performs a variety of complex and routine office procedures by using word processing, typing, clerical, organizational, and computer skills with minimum supervision. An employee in this position works independently and must be self-motivated.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Must work independently, plan, organize, problem solve, and carry out a variety of functions of a responsible and complex nature both routinely scheduled and spontaneously occurring.
- Possess exemplary interpersonal skills, and be able to interact with the public, the Board, and the staff in a prompt and professional manner.
- Proceed in a manner that is both effective and professional.
- Sometimes address "critical needs" which occur on short notice and will require immediate action.

- Organization, prioritization, judgment, and problem-solving skills will be challenged on an occasional basis.
- Proceed in a manner that is both effective and professional, yet know when and how to seek guidance.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from patrons, regulatory agencies, or member of the business community.
- Ability to Add, Subtract, Multiply, and Divide.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Solve practical problems and deal with a variety of concrete and abstract variables in situation where only limited standardization exists.
- Interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Establish and maintain effective working relationships with students, staff, and the community. Perform duties with awareness of all district requirements and Board of Education Policies.

Essential Functions:

- Prepares purchase requisitions.
- Prepares information and action items for board approval.
- Tracks vendor invoices/works with vendors on invoice problems.
- Fill out personnel absence sheets.
- Tracks the following: vacations, personal leaves, F-51 forms, F-50 forms, time sheets, and petty cash.
- Tracks budget account codes.
- Produce a monthly budget account code report on the maintenance budget.
- Produce a monthly budget account code report on capital outlay expenditures.
- Keep office fax machine, copy machine, and printers in working order .
- Filing.
- Answer Phones.
- Two-way radio operator for maintenance crews.
- Assist parents that call in or walk in seeking information on bus routes and bus stops.
- Work with VersaTrans system in bus routing, boundary, etc.
- Computer literate.
- Skilled in data entry.
- Posses good communication skills.
- Keep confidentiality.
- Carry out all other duties as assigned.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.