

Bond Administrative Assistant

Job Description



Job Title:	Bond Administrative Assistant	FLSA:	Exempt
Reports to:	Director of Facilities Planning and Construction	Pay Grade:	2122
Dept./School:	Facilities Planning and Construction Bamberg Professional Development Center	Calendar Days:	226
Contract:	Probationary/Term	Revised:	2.16.2024

Primary Purpose

The Bond Administrative Assistant assists the bond management team for Facilities Planning and Construction with projects and tasks by providing advanced clerical services for bond program projects. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED

Special Knowledge/Skills:

- Ability to work independently under general supervision of the Director of Facilities Planning and Construction
- Excellent communication, organizational, and interpersonal skills
- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Ability to use software to develop spreadsheets and databases
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Ability to multi-task numerous complex administrative activities
- Ability to work under pressure and maintain emotional control under stress when dealing with difficult people or situations as well as frequent interruptions
- Ability to meet inflexible deadlines, handle multiple tasks simultaneously, and perform job duties with minimal supervision following established procedures
- Demonstrate the ability to follow-up and follow through with assignments and projects
- Proficient with Microsoft Office Word, Excel, PowerPoint, Visio, Projects
- Capacity to learn the computer software such as, but not limited to, the District's financial accounting software (Frontline ERP) and Primavera Contract Management

Experience:

- Five (5) years or more of clerical experience required, Management or related managerial experience preferred

Major Responsibilities and Duties

1. Provide varied and complex clerical/administrative support services to relieve the Bond Program Administrator of administrative and clerical detail

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2. Plan, organize, and coordinate a variety of office functions and activities: prioritize and schedule duties and assignments to assure efficiency and to meet established timelines
3. Prepare financial reports related to bookkeeping, invoicing, and purchase orders
4. Assist in the preparation of bid documents, legal documents, and contract documents
5. Communicate with and serve as a liaison between the public and school sites, providing information and assistance as requested
6. Serve as the receptionist by answer telephones, take and relay messages as appropriate, direct calls to appropriate personnel, respond to inquiries, receive, greet, and assist visitors, maintain sign-in sheet
7. Communicate with other departments, District staff, and outside organizations regarding office operations, activities, policies procedures, and construction project information
8. Compose and type a variety of materials including letters, reports, memoranda, legal documents, requisitions, and other materials either independently or from straight copy, rough drafts, or oral instructions; proofread and verify the accuracy and completeness of documents
9. Compile and maintain a variety of records, files, and reports according to established procedures and timelines such as construction project files, input project information into construction software program system; prepare reports as directed
10. Schedule meetings, workshops, conferences, and appointments as assigned; maintain calendars, and coordinate activities with other departments
11. Manage personnel attendance tracking through the online management system; ensure the information that is input by employees is accurate; run a report to track employee leave to ensure payroll is processed correctly and leave balances are current
12. Receive, sort, and distribute incoming, outgoing, and internal mail and correspondence; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs
13. Provide information to and coordinate with Bond program consultants
14. Assist the Bond Administrator in attending meetings required to provide continuous feedback and input on project management and performance
15. Solve problems for clerical staff, refer difficult issues to the administrators

Other

16. Perform other duties as assigned by Facilities Planning and Construction administrators, Chief Operations Officer, and the Superintendent of Schools

Supervisory Responsibilities

None

Evaluation

The Bond Administrative Assistant's evaluation is a responsibility resting with the Director of Facilities Planning and Construction. An evaluation shall be completed in writing at least once during the course of each school year.

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Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.