

JOB DESCRIPTION

Shepaug Regional School District 12 · Bridgewater - Roxbury - Washington, CT

Position Title: Administrative Assistant to the Facilities Director

JOB SUMMARY: Manage the smooth and efficient operation of the facilities office to provide a positive and safe (learning) environment for the students and other users of the District buildings and property spaces.

QUALIFICATIONS:

- The Administrative Assistant shall possess qualifications in accordance with the requirements as determined by the Superintendent of Schools and the Facilities Director, and have demonstrated an aptitude for the work to be performed.
- The Administrative Assistant shall exhibit proficient skills in those areas related to the performance of secretarial duties and the overall management of the Facilities Director's office.
- A high school diploma is required for this position. An associates degree is desired.
- Ability to develop effective presentation materials
- Ability to communicate effectively
- Ability to manage databases of department contacts, contracts, funds accounting , etc.
- Ability to provide good professional service both internally and externally
- Ability to prioritize tasks, well-organized and self-motivated
- Possess up-to-date computer technology skills and knowledge of Word, Excel, PowerPoint, Google platform applications and/or other programs/applications, etc.

PERFORMANCE RESPONSIBILITIES:

- Screen calls for the Facilities Department.
- Call vendors and/or designated individuals, make appointments, and/or place orders for items as necessary or requested by the Facilities Director.
- Complete various functions for the office including, but not limited to, correspondence, calendars, reports, and grievances, which may be confidential, requiring some independent judgement and resourcefulness and involving a degree of responsibility.
- Perform usual office routines such as, but not limited to, processing incoming and outgoing mail, answering phone calls and other forms of communication, and welcome visitors.
- Manage and maintain record keeping and filing systems, including confidential and locked files, if required.
- Track, log and file all work orders and purchase orders.
- Compare and proof all invoices for approval by the Facilities Director.
- Manage the custodial substitutions when needed by tracking absences on the District reporting system.
- Gather information for reports as required by the State, District and/or Facilities Director.
- Manage and process the Use of Facility requests by ensuring all necessary documents are in place, update calendars, invoice if applicable.
- Set up routine maintenance service/inspections/orders and send out reminders, if needed.

- Assist in the development and management of the facilities budget by utilizing data from previous budgets, contracts, calls to vendors.
- Must be able to remain in a stationary position for long periods of time, while occasionally moving about inside an office environment and have the ability to operate a computer and other office productivity machinery.
- Clear written and speaking communication with the public, vendors, school parents and District staff in Facilities Director's absence is critical.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

Works in standard office and school building environments.

REPORTS TO: Facilities Director

WORK SCHEDULE:

1. The hours for this position entail a work week of 40 hours as noted in the contract.
2. The required work year for this position is 12 months as noted in the contract.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is subject to change at any time.

Revised: April 23, 2020