

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Executive Assistant to Facilities
Prepared Date: 7/25/2017
Revised Date: 7/2/2018
Work Year: 209 days
Department: Facilities
Reports To: Executive Director of Facilities and Construction Management
Salary Range: Executive Assistant Meet and Confer
Benefits: Executive Assistant Meet and Confer
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Executive Assistant to Facilities works in a highly complex setting, deals on a continuing basis with sensitive, financial, and confidential matters, has continual staff and public contact, and must ensure that all activities meet defined objectives. Work requires the exercise of a high degree of initiative, a positive attitude, sound judgment and discretion in the performance of these duties.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: AA Degree in Business Management or related field, and five (5) years of secretarial/clerical experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous school district or construction experience preferred

SKILLS AND KNOWLEDGE:

- Competency on a computer.
- Knowledge of maintenance and construction management operations terminology, and contract service methods and procedures.
- Previous supervisory and/or management support experience.

- Knowledge of Internet, SchoolDude, Emerge, Alio, Wells Fargo, Google, ACA Security System, and Microsoft Office software and programs.
- Ability to operate all office machines.
- Ability to take notes and excellent proofing skills.
- Ability to research, gather and compile information when required.
- Knowledge of Chart of Accounts/Expenditure Codes.
- Knowledge of English, proper grammar, spelling, and punctuation by presenting excellent professional documents.
- Knowledge of office management practices and procedures, office equipment, and office techniques.
- Familiarity with electronic mail, requisitioning, purchase orders, service requests, and other computerized processes.
- Superior telephone skills/etiquette and ability to assist in problem-solving.
- Ability to establish and maintain professional and effective working relationships with building staff, administrators, parents, students, city/county officials, and other community members.
- Ability to work under pressure performing a multitude of ongoing tasks and last-minute deadlines and changes with minimal errors.
- Ability to prioritize, plan, organize, execute work effectively, act independently, and demonstrate initiative in the performance of job duties.
- Ability to coordinate multiple tasks with a high degree of accuracy.
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to communicate in English effectively both orally and in writing.
- Ability to compose clear, concise letters, memos and format reports.
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings.
- Ability to process district warehouse orders and fund transfers.
- Ability to maintain records and to prepare reports.
- Ability to maintain strict confidentiality in all aspects of the position.
- Ability to be detail oriented.
- Ability to organize and coordinate office functions and to integrate job duties into the organizational goals and objectives.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities; the ability and willingness to take ownership/responsibility for project completion; and demonstrated ability to provide initiative in reaching organizational goals.
- Ability to be patient and cooperative toward all staff, students, parents, city/county officials, and community members.
- Knowledge of the district organization and school operations with working knowledge of the functions of other departments.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Ensure appropriate confidentiality of all information, correspondence, and reports in the Office of the Facilities and Construction Management.
- Perform general office duties: keep an accurate and up to date filing system, operate appropriate office equipment, process mail, cordially answer telephone calls and take messages.
- Assist Executive Director of Facilities and Construction Management in scheduling daily activities, maintain appointment calendar, and related details.
- Serve as executive assistant to the Executive Director of Facilities and Construction Management, including screening incoming calls, correspondence and referring to appropriate staff for action; assemble relevant attachments or notes for instruction or disposition.
- Perform at a high level of technical duties for the Executive Director of Facilities and Construction Management, including system administration of School Dude Facility Management software, preparation of budget and expenditure reports for facility management and capital improvement funds such as Bond, Capital Reserve, Capital Construction, Qualified Zone Academy Bonds, Insurance Reserves, Donor Funds and other grants.
- Compile all damage reports and expenditures for insurance claims in accordance with the Colorado Self Insurance Pool guidelines and procedures.
- Compile Capital Construction Grant funding requests, maintain records of expenditures, and meet CDE reporting requirements.
- Act as liaison with security contractor; Request building security codes for District employees and maintain current listing.
- Assist with approving facility use requests and assigning rental and other use fees.
- Monitor contracts and maintain detail records for projects from board approval to final completion.
- Develop database queries and export information into spreadsheets and prepare reports and graphs as directed by the Executive Director of Facilities and Construction Management.

- Maintain various reference files and legal documents, assemble and organize data, and prepare necessary reports.
- Prepare, check accuracy and code requisitions, purchase orders, travel arrangements, travel reimbursements, check requests, and other forms and requests for approval as requested by the Director of Facilities and Construction Management.
- Perform all duties pertaining to committees, workshops, conferences, reports, task forces, and meetings, including but not limited to compilation and preparation of preliminary drafts for various reports, special studies or surveys, and others as assigned by the Executive Director of Facilities and Construction Management.
- Prepare agendas, minutes, mailing, and notification for committee meetings, conferences, task forces, etc.
- Assist in resolution for transportation related issues.
- Prepare/draft correspondence and copy documents as requested; verify accuracy and complete data for administrative and public reports.
- Process information using School Dude database software, word processing, E-mail, Internet, word order system, purchase order system, supply and data processing request systems, and other computerized processes as needed.
- Maintain security access and security alarm system software for controlled access throughout the district.
- Process district warehouse orders for fund transfers.
- Maintain official records and reports and prepare correspondence for the Executive Director of Facilities and Construction Management's signature.
- Respond to difficult issues, citizen, student, and staff interests or complaints, and exercise judgment in accordance with applicable Board regulations or policies.
- Perform as a team member for the office; follow up on pertinent issues; set a positive, helpful tone for the office.
- Plan and organize office and work flow activities to meet program objectives in a timely manner; evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operations; and anticipate events, trends, consequences and problems.
- Facilitate the duties of student workers and temporary help.
- Perform duties necessary to maintain the Employee Absence Tracking System as assigned; compile and maintain vacation schedules.
- Perform duties related to staff requests and Disciplinary Action Reports.
- Prepare Board of Education materials for agenda items related to Facilities.
- Assist the Executive Director of Facilities and Construction Management with contractual and legal matters.
- Process annual lease agreements and invoices.
- Create purchase orders, monitor status and payment of invoices for all facility management, maintenance, and construction purposes; prepare advertisement for final payment for all Capital Reserve projects.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Facilities and

Construction Management

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying			X		

Maximum weight: 50 lbs.					
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WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.