

Corning Union High School District

Job Description

JOB TITLE: Administrative Assistant - Maintenance and Operations

Salary Range:

Dept./Family: Administrative Assistant

Immediate Supervisor: Director of M &O **Approved By:** Board of Trustees

DEFINITION:

Under the direction of the Director of Maintenance and Operations, provide a range of secretarial duties to facilitate and coordinate the Maintenance and Operations Department, to handle administrative detail, answer the telephone and assist students, staff and the public.

ESSENTIAL FUNCTIONS:

- Operation of standard office equipment, including computers.
- Understand and follow oral and written directions.
- Type and/or use word processors accurately at an acceptable rate of speed.
- Facilitates purchases, bidding, and vendor coordination.
- Directing work; scheduling and informing staff of assignments.
- Facilitate and schedule required inspections and maintain records.
- Perform record keeping, HR documentation, absences, substitutes and overtime.

ENVIRONMENT:

- Office environment: subject to constant interruptions.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds; seeing, hearing and speaking to exchange information in person and on the phone.

REPRESENTATIVE DUTIES:

- Coordinate a variety of schedules.
- Retrieves and sorts mail
- Facilitate all safety meetings and document as required.
- Maintain employee records.
- Update and maintains MSDS as required by law.

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- Schedule annual or periodic inspections as necessary.
- Use the HR/Accounting System as needed to perform duties.
- May be requested to cover duties of other unit members with mutual agreement.
- Communicate with school personnel and vendors to exchange information to resolve concerns/issues including, representatives for student co-curricular and extracurricular activities.

KNOWLEDGE, ABILITIES AND SKILLS:

- School guidelines, policies, and procedure.
- Modern office practices, procedure and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical operations necessary to perform basic accounting & record keeping.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Ability to provide work direction and guidance to Maintenance and Operations staff.
- Provide a variety of duties to coordinate Maintenance and Operations office.
- Use the H/R Accounting System effectively.
- Work confidentially with discretion as well as independently with good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Perform clerical duties such as filing, typing, and maintaining records.
- Complete work with many interruptions.

QUALIFICATIONS

- High school diploma or equivalent.
- Two years of increasingly responsible clerical and secretarial experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a current valid Class C driver's license.