

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Administrative Assistant II-Facilities

Department: Facilities

**Grade F
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: October 2008

Reports To: Manager of Facilities

Purpose of Job

The purpose of this job is to provide secretarial, clerical and administrative support to the Facilities Department. Duties and responsibilities include research, bookkeeping, preparing reports, maintaining files, purchasing and serving as liaison to administrators, staff, State and local government and the general public. Reports to the Manager of Facilities.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Facilities Duties:

Prepares bid specifications, change orders and addendums for forwarding to contractors.

Compiles information from schools to prepare capitol Projects Budget.

Set-up and organize computer databases and maintains filing system for all Facilities information.

Answers phone and provides information or directs calls/messages for Facilities Manager and personnel.

Prepares purchase requisitions electronically; verifies receipt of products or services electronically; routes invoices through proper channels and retains pertinent information.

Provides detailed, daily administrative support to the Facilities Engineering Manager, Construction Project Manager, Capital Project Manager, vendors, contractors, architects, and engineers.

Helps to ensure that all potential vendors/contractors are in compliance with federal, state, and local laws.

Collects data for, and assists in preparing Quarterly Construction Reports for all Capital projects. Duplicates and forwards to Directors Administrative Assistant for distribution to Board Members and the County Commission.

Maintains weekly project status sheets and uses knowledge of various software programs to operate a computer in an effective and efficient manner. This includes Microsoft Excel, Microsoft Word, Munis, Utility Direct, and other software programs.

Solicits W-9 tax information from new vendors and forwards to Purchasing Agent.

Gathers vital departmental statistics for mid-year and end-of-year data analysis.

Utility Duties:

Receives all monthly utility bills for all buildings. Forwards original bills to accounting and maintains and files copies of utility bills.

Enters and maintains utility bills in database.

Analyze utility cost and volume consumption as per a monthly basis.

Alert Facilities Manager/Maintenance Manager and/or puts in work orders to have unusual consumption checked.

School system liaison to utility companies with regard to utility bills.

Identifies over billings and other billing errors.

Tracks annual consumption data for utility budgeting and Energy Reduction Program.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with one to three years of general office and bookkeeping experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Facilities. Has considerable knowledge of the School System, Facilities and Safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant II-Facilities. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II-Facilities.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and

officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Administrative Assistant II-Facilities.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date