



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Office Manager Support Services (Facilities & Construction)** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS43H**  
 Prepared/Revised Date: **August 1, 2023** Job Code: **50601**

**SUMMARY:** Responsible for the efficient management of administrative duties for the Director of Facilities and Construction Services, the Facilities Services Manager, and the Planning and Construction Manager, who oversee Facilities, Construction Services, Planning, Energy & Environmental, and the Customer Support Center. Prepare, compile, and complete human resources and payroll related tasks. Maintain director calendar; initiate, compose, and edit correspondence; respond to departmental inquiries. Assist director and managers with administrative matters, often handling sensitive and confidential information and/or material.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative and clerical support to the director and managers, and staff. Schedule appointments, meetings, and meeting rooms. Make travel arrangements as necessary. May handle sensitive and confidential information.	D	20%
2. Research, compile, organize and analyze complex data and prepare reports, articles, and presentations. Initiate, compose and edit correspondence, departmental publications, calendars, newsletters, and memos. Take and transcribe meeting minutes.	D	20%
3. Coordinate Facilities and Construction Services needs with other District departments. Enter Information Technology tickets to resolve issues in a timely manner, work with Finance team to execute agreements with vendors, and track project proposals submitted by sites.	D	15%
4. Serve as a central point of contact for department staff, District staff, and community members. Answer telephone, route calls, take messages, greet visitors, route, direct and provide information. Resolve facility-related community and staff concerns.	D	10%
5. Prepare, compile, and complete Human Resources and Payroll paperwork. Process and submit Employee Reports, leave time, on-call payments, overtime, and attendance. Track staffing rosters and FTE allocations. Coordinate and schedule interviews with applicants.	D	10%
6. Assist director and managers in the onboarding of new employees. Coordinate and/or assist with the hiring and training process. Maintain onboarding documents and a database of personnel data and files while maintaining a high degree of confidentiality.	D	10%
7. Attend work and arrive in a timely manner.	D	1%
8. Serve on and attend various employee teams and attend departmental staff meetings. Serve as a backup to the Customer Support Center (CSC) on an as-needed basis; maintain knowledge of CSC processes and procedures.	W	5%
9. Coordinate and prepare special projects/events including annual seasonal staff orientation and related documents. Oversee uniform ordering. Coordinate with vendors to update web portal and communicate expectations to staff around ordering procedures.	M	5%



10. Respond as essential personnel in case of an emergency, weather, or environmental event, and/or school/facility/district closure.	A	1%
11. Perform other duties as assigned.	ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- More than three years and up to and including five years of experience in clerical and administrative experience required with office management experience preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Notary Public preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, Visio and/or other department software packages, including work order management software systems
- Operating knowledge of and experience with typical office equipment.
- Operating knowledge of district financial, human resources, purchasing and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	