



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Administrative Assistant (Operations)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS50H**
 Prepared/Revised Date: **March 28, 2018** Job Code: **506Q2**

SUMMARY: Perform executive administrative, organizational, and high-level clerical functions in support of the Executive Director of Operations, who is responsible for the oversight of the Child Nutrition, Facility Services, Planning, Design & Construction, Security, and Transportation departments. Serve as a resource, advise, and council leadership. Research, compile, and prepare reports, correspondence, presentations, and databases. Independently manage sensitive communication issues and solve problems related to policy or procedural issues for principals, office managers, district staff, the community and the media.

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 (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Serve as a resource, advise, and counsel leadership on issues related to public relations, budget, staffing, legal mandates, and issues.	D	15%
2. Monitor, coordinate workload, supervise, and/or direct the work of office staff, including the Customer Support Center (CSC). Collaborate with CSC to implement current methods for scheduling, tracking, and reporting on work orders, asset management, and facility use through SchoolDude software modules. Provide training for departments and school staff on SchoolDude and customize the system to respond to operational requirements. Create, develop, and maintain a variety of departmental databases, including capital asset tracking and long range planning; use databases to analyze data and prepare reports.	D	15%
3. Research, compile, organize, analyze complex data and prepare reports, articles, forms, and presentations. Use technical writing skills to create, edit, and provide regular updates to district documents including the Annual Sustainability Report, Crisis Response & Management Manual, Seasonal Employee Handbook, and Chemical Hygiene Plan. Maintain and provide regular updates to departmental procedures and guidelines.	D	15%
4. Develop, maintain, and monitor online SharePoint document management and storage system for departmental documentation. Provide organized and efficient means to access documents including project plans, agreements, regulatory & compliance information, and land and property documentation.	D	15%
5. Schedule appointments, meetings, and meeting rooms. Contribute to administrative aspects of and preparation of information, documents, and materials for Operations department meetings. Arrange and participate in conferences and committee meetings. Take meeting minutes.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Develop, research, and maintain district building statistics, including acreage, square footage, building improvements, replacement costs, and utility information. Coordinate with Facility Services to compile data related to building statistics. Create, monitor, maintain annual project lists; communicate project list with district staff. Coordinate capital asset inventory verification with Finance.	W	10%



8. Independently resolve sensitive public and internal concerns or refer to appropriate personnel. Serve as a central point of contact and/or liaison for the department and serve as a resource to parents and community members regarding departmental inquiries, providing guidance on departmental policies and procedures.	W	10%
9. Prepare Board of Education (BOE) agendas and corresponding documentation. Meet deadlines related to BOE business.	M	10%
10. Assist with the design, content management, and maintenance of all websites for Facility Services, Security, and Planning, Design & Construction departments.	M	3%
11. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in a business administration or related field
- More than three years and up to and including five years of experience in office management experience or related experience required

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 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
- Advanced 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 and facility use management software systems
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, email, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	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			



VISION DEMANDS:	Required
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	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	