

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

**Job Title: Operations Coordinator/Administrative
Assistant V**

Department: Operations

Grade: J
H.P.D. 8
D.P.Y. 260

Date: July 2023

**Reports To: Chief Operations
Officer**

Purpose of Job:

The purpose of this job is to provide administrative support to the Chief Operations Officer and the five Operational Department Managers of CMCSS. Duties include, but are not limited to: ensuring personnel have materials, coordinating between vendors and the warehouse, processing paperwork, data entry, research, preparing summaries and reports, creating PowerPoint presentations, Excel spreadsheets, charts and graphs, and performing additional tasks as assigned by the Chief Operations Officer.

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.

Provides administrative and clerical support such as preparing correspondence for the Chief Operations Officer and the Operations Department, preparing and typing formal bids, preparing check requests for products or services as needed, preparing purchase requisitions, monitoring requisition and purchase order process and status, and verifying receipt of products or services and submitting receiver reports into accounting system software.

Dotted line supervisory responsibility of all four administrative assistants of the Operations Department. Provides job specific training to administrative assistants.

Ensures over \$75,000 HVAC filters for all CMCSS buildings are ordered by correct size and received at proper time.

Prepares, updates and maintains various lists, reports, narratives, spreadsheets and charts, including, but not limited to: student enrollment, requisition and purchase order spreadsheets, credit card usage spreadsheets, budget reports, account code balance spreadsheets, school bus and vehicle incident/accident spreadsheets, department organizational chart and employee contact lists.

Updates and revises property lease agreements. Serves as liaison between Lessee(s) and Accounting Department in regards to notification of renewal of lease by Lessee(s), lease status, payment information and payment status.

Building principal of the Operations Complex and its two satellite facilities. Develops capital needs, normal maintenance, service and submits work orders, schedules custodial support, and outdoor maintenance.

Identify invoice or billing errors from vendors. Contacts vendors to dispute incorrect invoices, ensures billing errors are corrected, and new documentation is issued reflecting that errors have been corrected. Notifies vendors of discrepancies between invoiced price and bid/contract price.

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

Maintains filing system for all Operations Department office files.

Maintains filing system for Maintenance Department purchase orders and invoices.

Provides information, advice, and guidance; takes and relays messages and/or directs calls to appropriate personnel. Distributes mail, packages and courier deliveries.

Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.

Enters Maintenance Department purchase orders and proper account codes into internet based work order system.

Completes Maintenance Department work orders, enters credit card receipts, and enters labor hours into work order system in the absence of Maintenance Department Work Control Associate.

Orders office supplies, toner, and custodial supplies for the Maintenance Department and Operations Department.

Coordinates calendar activities including planning and scheduling appointments and meetings for the Chief Operations Officer. This includes notifying parties involved, receiving responses, making arrangements for facilities, and preparing agendas and other materials as needed for meetings.

Creates and prepares correspondence, reports, charts, graphs, spreadsheets, and detailed presentations that include data from each subordinate department of Operations that includes Student Transportation, Building Maintenance, Vehicle Maintenance, and Facilities Management as needed.

Gathers and maintains vital data/statistics for several Key Performance Indicators of each department of Operations for end-of-year analysis.

Prepares and maintains the System Wide Building Capacity report, which includes student Average Daily Membership totals and School Building Utilizations.

Assists the Chief Operations Officer in creating new and updating existing procedures, forms, work instructions, and administrative policies according to ISO standards and submitting them to the Continuous Improvement Coordinator.

Serves as Operations Department point of contact for Continuous Improvement Document Control.

Receives feedback on pertinent department issues and proposed rezoning plans from both employees, other school districts, and from the public; organizes and catalogs responses and data; analyzes data to create summaries, charts and graphs for Department information and/or presentation purposes.

Coordinates with and assists Transportation Department by scheduling a rotation of Administrative Assistants to staff Operations Complex front desk in absence of designated front desk staff.

Receives and processes customer concerns and complaints in the absence of the Operations Department Customer Service Representative.

Assists Special Projects Manager in scheduling, planning, organizing, coordinating, verifying exact dollar amount of available funds and proper account codes for Operations Department special events. Procures all necessary supplies and equipment for special events. Gathers quotes from vendors for supplies and /or services required for special events. Tracks all purchases and spending for special events. Reconciles all expenses and receipts related to special events and submits to Accounting Department.

Enters next fiscal year budget entries into Munis accounting system for the \$40 million Operations Department including each subordinate department within the Operations Department. Completes and submits all budget worksheets, requests for consideration forms and supporting documentation for budget amendments in a timely manner.

Contacts applicants to schedule interviews for available positions within the Operations Department, provides applicant materials to department manager conducting interview. Occasionally asked to observe and/or participate in interview process. Administers computer test to applicants, compiles test results and reports test results to appropriate department manager for review.

Updates Operations Department job descriptions and submits job descriptions to Human Resources Department upon request and approval of Chief Operations Officer and/or other department managers.

Researches legislative bills that pertain to or could potentially impact the Operations Department and/or Transportation Department. Tracks status of bills in Tennessee General Assembly, provides Chief Operations Officer with copies of these bills and maintains spreadsheet of the status of pending legislation to Chief Operations Officer as needed or as requested.

Performs general administrative/office functions, as needed, including, but not limited to: taking and distributing messages, preparing and sending correspondences, and reconciling credit card statements.

Serves as the Operations Department point-of-contact for both the CMCSS Education Foundation and the Partners In Education Program.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) required, vocational "Office Management/MS Office" preferred with three to five years of maintenance work flow coordination and general office experience; or any equivalent

combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Experience with Microsoft Office Suite required.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and administrative practices as they pertain to the performance of duties relating to the job of Operations Coordinator/Administrative Assistant V. Has considerable knowledge of administrative 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 technical 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 computer programs including Microsoft Word, Excel, PowerPoint, Visio, Publisher; Munis, SchoolDude, and other computer programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

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

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

Employee's Munis Number

Date

Date