

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

**Job Title: Administrative Assistant IV-
Facilities**

Department: Facilities

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

Job Description

Date Reviewed: July 2019

**Reports To: Operations Director
& Facilities Manager**

Purpose of Job

The purpose of this job is to provide secretarial, clerical, accurate reporting, detailed analysis, and administrative and operational support to the Facilities Department. Duties and responsibilities include research, bookkeeping, preparing reports, charts, graphs, PowerPoint Presentations, maintaining files, maintaining databases, inventories, purchasing and serving as liaison to administrators, staff, State and local government and the general public. This position will require regular communication with and be the point of contact for all Administrators and Stakeholders to the Facilities Department and to act as a problem solver and coordinator of activities to those customers. Provides support to Transportation Department. Reports to the Operations Director & Facilities Manager.

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:

Provides full-time support to the Operations Department with a focus on Facilities Management.

Prepares bid specifications, change orders, and addendums for timely publication and issue to perspective bidders and plan holders.

Facilitates development of the Capital Outlay Budget as per District policy.

Compiles information from schools identifying facility needs as per procedure and submitting to the school board and Regional Planning Commission.

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

Troubleshoot basic computer issues for Facility employees to include accessing software programs, entering technology work orders, connecting to the wireless network, among others.

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

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

Maintains weekly project status sheets detailing purchase order data, current balances, percent progress, and closeout information for all active capital and GP projects.

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.

Uses knowledge of various software programs to operate a computer in a highly effective and efficient manner. This includes Microsoft Excel, Microsoft Word, Microsoft Power Point, Munis, Utility Direct, and other software programs.

Monitors and tracks Change Orders, Applications and Certificates for Payments, Invoices, requisitions, and Purchase Orders to ensure correct and timely processing.

Solicits W-9 tax forms along with other pertinent information from new vendors and forwards to Purchasing Agent.

Gathers and maintains vital departmental statistics for mid-year and end-of-year data analysis. Compiles and tracks departmental data. Prepares and analyzes Key Performance Indicators (KPI) for operational improvements.

Prepares detailed reports to staff as requested by the Facilities Managers, COO, or other Operations Managers.

Reviews, edits, and updates departmental ISO policies, procedures, and work instructions to ensure compliance with District policies and serves as an ISO auditor as needed.

Coordinates calendar activities including scheduling Capital Project meetings and various appointments for the Facilities Department. This includes notifying parties involved, receiving responses, making arrangements for facilities and preparing agendas and other materials as needed.

Assists in planning and preparing for meetings and special events, to include designing special event flyers, receiving responses, planning menus, preparing agendas, making travel arrangements, facilitating meeting setup, etc.

Maintains inventory of departmental supplies, monitors resources, and initiates orders for supplies.

Prepares and/or generates routine correspondence, forms, reports, and other documents. Copies and distributes correspondence, reports, documents, and other related materials. Receives, opens, and distributes incoming mail; prepares outgoing mail.

Maintains, updates, and distributes Facilities Data Book annually to Operation Department heads with all building improvements, portable relocations, contact changes, school data, etc.

Collects statistics for, and assists in reviewing the regional Planning Commission notice of review applications to include adding proper zoning/building comments. Comments are approved by the facilities manager and COO, and then submitted to the regional Planning Commission Representative.

Research and resolve problems of complex difficulty pertaining to all aspects of the position, responsibilities, and duties outlined in the job description and other areas as assigned by the Operations Director and Facilities Managers.

Utility Duties:

Is the primary Operator of the District's web-based utility management system. Enters and maintains utility cost and consumption data in Energy Management software in excess of \$6,000,000. Develops charts and trend analysis utilizing software.

Receives all monthly utility bills for all buildings which consist of multiple meters and multiple accounts for each building. Receives original bills from accounting and files copies of utility bills.

Analyzes utility cost and volume consumption as per a monthly basis for budget amendment and budget protection.

Prepares Utility Summary reports in August and December for mid-year and end-of-year reporting.

Prepares school utility consumption charts for the District Energy Manager to distribute to each building's energy champion as part of the Going Green Initiative.

Prepares quarterly utility consumption data and charts for each CMCSS Building and submits to CMCSS Technology Department for CMCSS Website Going Green Initiative.

Alerts Facilities Manager/Maintenance Manager and/or puts in work orders to have unusual consumption checked, records unusual consumption and provides follow –up to ensure issue is resolved.

Identifies billing errors and pursues credits when available.

School system liaison to utility companies with regards to utility service and billing accounts.

Arranges for utility services to be established and/or transferred to newly constructed buildings and/or relocated buildings.

Reviews energy star ratings and reports energy efficiency improvements or declines to Facilities and Energy Manager.

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. Some college preferred.

KNOWLEDGE OF JOB

Has general 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 IV-Facilities. Has general 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 IV-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 IV-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 IV-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

Employee's Munis Number

Date

Date