

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

Job Title: Administrative Assistant II

**Department: Operations
Vehicle Maintenance**

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

Job Description

Date Reviewed: June 2017

**Reports To: Vehicle Maintenance
Manager**

Purpose

The purpose of this job is to provide administrative support to the Vehicle Maintenance Department to include ordering and receiving parts; issue parts; fill out and enter work orders in the computer. Maintain Fuel Master Program, mileage and fuel reports. Bookkeeping that includes Munis accounting program, petty cash, receipts, invoices, ordering supplies.

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.

Maintains and keeps current inventory on all truck and bus mechanic tool sets and tool room

Posts issues to maintenance management software and truck inventories.

Maintains all information for Fuel Master to include daily, weekly and monthly reports, invoices, adding new employees, deleting employees that have resigned or retired. Updating fuel prices, issue new fuel keys and running mileage reports for CMCSS, Emergency Management Services, and Head Start employee and vehicles.

Inputs vehicle work orders into the computer daily, print, and file.

Maintains monthly bus mileage, and brake downs and reports accident reports. Prepares reports, charts, and spreadsheets as needed.

Maintains invoices and certified vendor lists and sends copy to the Business Department at the end of each month.

Maintains petty cash, receipts, and petty cash vouchers and balances money to receipts.

Sends petty cash receipts and vouchers with check request to the Finance Department for petty cash reimbursement File copies of receipts, vouchers with check requests.

Types memos, letters, etc. Files all correspondence, mileage reports, work orders, Daily Bus

Inspection Checklists, Fuel Master reports.

Orders supplies, parts, & equipment, enter purchase requisitions in computer for a purchase order.

Utilizes Munis Accounting Software to enter purchase requisitions into computer to generate purchase orders and to receive purchase order items into computer and sends invoice to the Accounting Department for payment for vehicle maintenance department and transportation department.

Assists with timesheets and issuing of pay checks.

Maintains list of all vehicles with information to include vehicle number, make, model, department, year, price, VIN number, and license number.

Checks and submits completed Vehicle Maintenance timesheets with leave forms to the Payroll Department.

Enters bus mileage for each bus in the computer for the Bus Mileage report. Send annual mileage report to the state.

Maintains receipt of monies received for bus damage and forwards to the Accounting Department.

Assists with (OJI) On-The-Job Injury reports and forwards to Safety Department.

Reconcile credit card statements for the Vehicle Maintenance Department and Transportation

Department. File invoices. Send statements with copies to invoices to Accounting Department.

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 extensive PC-driven inventory experience; or any equivalent of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A Commercial Drivers License with passenger and student endorsements is required.

KNOWLEDGE OF JOB

Has working knowledge of the policies, procedures, and activities of the School System and vehicle maintenance practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Vehicle Maintenance. Has general knowledge of Transportation Department and vehicle maintenance 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, 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 I 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. Must be computer literate, familiar with data entry and possess adequate typing skills.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, calculators, copiers, adding machines, two-way radio, 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 for active work. Must be able to lift and/or carry weight of 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 and financial 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-Vehicle Maintenance. 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 basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II-Vehicle Maintenance.

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; 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 office 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 minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires 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 moderate stress when confronted with an emergency related to the job of Administrative Assistant II-Vehicle Maintenance.

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