



## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant - Facilities (226 Days)	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Facilities Manager	<b>Pay Grade:</b>	5
<b>Department:</b>	Facilities/Maintenance	<b>Date Revised:</b>	09/21/2016

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### **Primary Purpose:**

To assist the Facilities Manager and Departmental Staff with daily office management, and other assignments.

### **Qualifications:**

#### Education and Certification:

- High School Diploma or equivalent (ex: G.E.D.)
- Such alternatives to the above qualifications as the supervisor may find appropriate and acceptable
- Qualifications subject to change at the discretion of the Superintendent or Facilities Managers

#### Special Knowledge/Skills:

- Ability to type with accuracy a minimum of 50 words per minute
- Acceptable computer skills; knowledge of Microsoft Office Software (2010 Preferred)
- Experience with Microsoft Outlook
- Organizational skills as needed for filing
- Exceptional communications & interpersonal skills
- Customer Service Skills
- Bilingual (Spanish and English) is preferred

### **Major Responsibilities and Duties:**

#### **Job Specific Responsibilities:**

1. Perform the usual office routines and practices associated with a busy, productive and smoothly-run office and performs various office related duties as assigned.
2. Receive and direct incoming calls in a professional manner.

3. Enter purchase requisitions, tracks status of requisitions through the conclusion of the delivery of goods and or services for all assigned departments.
4. Prepare departmental invoices for review of the department manager and processes the payment requests.
5. Coordinate and routes multiple contacts to appropriate administrators.
6. Keep filing system to include districts in which DCS provides services.
7. Coordinate travel arrangements and planning for departments and department events.
8. Coordinate updates and changes to the departmental website pages (works with the Communications/PR Department on this assignment).
9. Maintain a regular filing system, as well as a set of locked confidential files; process incoming correspondence.
10. Process, distribute and deliver departmental mail.
11. Manages the calendar of the Facilities Manager to ensure the scheduling of meetings, appointments, and special events.
12. Management of employee uniforms.
13. Oversees and manages the scanning of files into system.
14. Assist Facilities Manager with trainings preparation.
15. Verifies payroll hours for employees as needed.
16. Assist Manager with day- to-day business activities.
17. Follows the chain of command as noted in organizational policy.
18. Demonstrates leadership with proper attendance and punctuality.
19. Performs other duties as assigned by his/her immediate supervisor(s).

**Personal Effectiveness:**

1. **Positive Attitude:** Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. **Cooperation:** Works effectively with others.
3. **Dependability:** Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. **Judgement:** Exhibits good judgement in decision making and problem solving.
5. **Initiative:** Recognizes needs of job and suggests ways to improve efficiency and productivity.

**Working Conditions:**

This work requires the following physical activities in an office environment: long periods of sitting, mobility, light lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity; Periodic out-of-town overnight travel by automobile and or plane; Must possess the ability to work efficiently and patiently under pressure and stressful conditions; Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Frequent walking, standing, climbing, heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)