

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Assistant to Director of Facilities and Transportation

QUALIFICATIONS:

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills with experience in Microsoft Office Suite.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
 - h. Knowledge of principles and practices of Facilities and Transportation organizations
 - i. Ability to follow oral and written instruction
3. **Experience:** Three or more years experience in general office responsibilities and procedures. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Facilities and Transportation

JOB GOAL: To assist the Director with tasks necessary for the efficient operation of the Facilities and Transportation Departments

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and maintain Facility Use and Field Use schedules
2. Maintain office calendar to coordinate work flow
3. Open, sort and distribute all incoming correspondence
4. Set up and coordinate meetings and conferences
5. Work within the School Dude platform with service request and dispatching
6. Maintain office supplies and inventory
7. May conduct research, compile data, and prepare reports for consideration by the Director
8. Support staff in assigned project-based work

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9. File and retrieve organizational documents, records and reports
10. Perform general clerical duties as assigned
11. Monitor and assist with Departmental website
12. Interact with staff, visitors, students and Town and School faculty
13. Assist with Transportation operations and dispatching
14. Perform such other duties and assumes such other responsibilities as assigned by the Director of Facilities and Transportation.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 25 pounds.

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Twelve-month year. Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 20, 2012