

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>ADMINISTRATIVE ASSISTANT – FACILITIES OPERATIONS</b>
---

**Required Qualifications:**

- Associate's Degree
- Minimum of five (5) years of administrative support experience, including providing office support to management-level personnel
- Experience in budget preparation, recordkeeping and preparing financial reports
- Experience working with diverse groups of trades personnel
- Ability to produce administrative reports for facilities operations including but not limited to Safety & Security, Warehousing, Maintenance and Construction
- Proficiency in multi-line telephone operation including setting up conference calls
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing with attention to details
- Proficiency with Microsoft Office programs
- Ability to effectively communicate orally and in writing
- Must have the ability to use sound judgment and maintain confidentiality

**Desired Qualifications:**

- Ability to gather information and differentiate critical from non-critical information; identify key sources; systematically obtain information through research
- Bachelor's Degree
- Working knowledge of maintenance and facility type operations

**Performance Responsibilities:**

- Act as the liaison between Maintenance Crew Chiefs/Managers/Supervisors and District Staff
- Input and maintain various records on computer for correspondence to vendors and contractors
- Perform functions such as calendar scheduling, correspondence, proof-reading, filing, developing presentations, meeting agendas and meeting minutes
- Coordinate clerical activities, request/disseminate information on various projects, act as liaison with the staff, employees and external customers
- Assist in monitoring progress of the production of numerous projects both large and small
- Assist in the preparation of School Board meeting agenda items related to Facilities Operations Department projects
- Act as contact person for Superintendent, district administrators and vendors to reach the Director of Facilities and Support Operations Division
- Assist with backup for the receptionist and other employees in the Facilities Operations Department as needed

- Assist in the daily functions of the Facilities Operations Department when the supervisor is not available
- Independently compose correspondence in reply to inquires as required for the Director of Facilities, Maintenance and Safety
- Assist in the development of procedures and guidelines for assigned areas of responsibility
- Assist in the development, implementation and evaluation of staff development activities
- Create and update information for the Facilities Operations Department web page
- Review leave forms for accuracies before the Director of Facilities, Maintenance and Safety signs them
- Maintain effective filing system for the Facilities Operations Department
- Screen and direct phone calls and visitors
- Type confidential correspondence, reports, etc. as needed for the Facilities Operations Department
- Open and distribute mail for the Facilities Operations Department
- Schedule meetings as required for the Director of Facilities, Maintenance and Safety
- Assist in the coordination of paperwork for all new hires, workers compensation, separations, retirements and grievance documentation
- Update and organize department handbooks
- Maintain personnel files for the Maintenance Department in an organized and updated manner
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Facilities Operations Department
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Facilities and Support Operations Division and/or designee

**Evaluation:**

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Confidential Level L

**Job Code:**

74011

Board Approved: 06/10/14

Revised: 7/6/2015