

**JOB TITLE:** Administrative Assistant, Facilities

**DEPARTMENT:** Facilities and Grounds

**LOCATION:** Union Campus

**REPORTS TO:** Director, Facilities & Grounds

**FLSA:** Non-Exempt

**LEVEL:** 104

**DATE:** 10/27/22; 4/13/18(format);04/06/11

**POSITION SUMMARY:** Provide a variety of advanced administrative, confidential, technical, and administrative support services to the Director of Facilities and Grounds.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) A High School Diploma or GED and two years full-time administrative support experience; four years preferred.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Greet visitors, students, and/or employees and respond to inquiries, requests for information and provide assistance.
- Perform general clerical duties including organizing, filing, shredding and photocopying documents and files, etc.
- Compose written correspondence and materials; create and update all departmental forms and prepare for web; prepare minutes, reports, statistical data, and other materials pertaining to the facilities and grounds department.
- Responsible for answering phones, responding to voice or e-mail messages, as well as sending and receiving faxes.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers.
- Schedule appointments, meetings, send out meeting notices, arrange for catering services, make travel arrangements, and maintain the department calendar.
- Manage distribution of all incoming and outgoing mail; screen and respond as necessary. Assemble attachments and corresponding material. Review outgoing material for completeness, dates, and signatures.
- Process and maintain control of internal and external facilities requests for campus room usage and web calendar posting.
- Maintain telephone, mailing lists, office files and other appropriate records.
- Maintain inventory of office supplies.
- Assist with department budget, tracking expenses, labor, preparing reports, etc.
- Responsible for maintaining and tracking work orders, reporting, and communicating requests.
- Facilitate paperwork in and out of the office, tracking, and coordinating with other units and agencies with new campus projects and remodeling campus projects.
- Code and process invoices for main and satellite campus.
- Maintain key files (codes, cores, doors, employee records in database)
- Cut keys and distribute to staff for internal doors.
- Establish and maintain cooperative working relationship with all employees in the department and on campus.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; perform administrative or manual duties for the department or division; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling; ability to devise or modify methods or processes to solve specific problems; ability to manage multiple projects and work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy environment with frequent interruptions; knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.

**LEADERSHIP and COMMUNICATION SKILLS:**

Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

**DECISION-MAKING and ANALYTICAL SKILLS:**

Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook). Adobe Illustrator and Photoshop. Use two-way radio

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends;

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*