

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE ASSISTANT  
MAINTENANCE, OPERATIONS & FACILITIES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of administrative and specialist duties related to support Maintenance, Operations and Facilities Department. Maintain mandated records, databases and research and provide appropriate information to District Director, Superintendent and private and governmental agencies. To assist in the research, reporting, planning, and coordination of administrative activities related to new development, modernizations and routine maintenance and operations. To assist the Maintenance and Operations Director and the Superintendent with any additional support needed for this Department.

**DISTINGUISHING CHARACTERISTICS**

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level will be required to be trained in specialty information related to assigned areas of responsibilities [i.e. Asbestos Hazardous Emergency Response Act (AHERA), Office of Public School Construction, (OPSC) and Occupational Safety and Health Administration (OSHA)].

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director, Maintenance, & Operations.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Provide administrative assistance for the Director of Maintenance and Operations (Facilities).
2. Assist in creation of (or obtain) and maintenance of as well as perform data entry for data bases and spreadsheets programs for the department – such as AHERA compliance, America with Disabilities Act (ADA) compliance, work orders, physical site plans, facilities planning, District Facilities Master Plan, District Strategic Plan for Facilities, budget, etc.
3. Research and produce computer reports for district and governmental agencies as necessary.
4. Research legal written responses as needed to written inquiries by the public or governmental agencies regarding River Delta school sites.
5. Create, submit and maintain Board agenda items for Board meetings and assure follow up action as required resulting from the Board's Decision.
6. Update and maintain physical site plans; collect from sites; file for permanent retention at the District Office.
7. Provide assistance to staff members, professionals and consultants, professional and governmental agencies and to the generic public; provide information, make referrals and schedule conference calls and meetings.

8. Serve as Departmental receptionist to screen calls and visitors provide information and make referrals as necessary.
9. Serve as Departmental secretary to open, screen sort all daily Departmental incoming mail; develop and generate letters, memoranda and other correspondence as needed.
10. Maintain Departmental public bulletin board as required; post legal notices, vacancy notices, board agendas, information bulletins; remove outdated items at least weekly.
11. Create as needed or departmental purchase orders or expenditure requests submitting as appropriate for approval.
12. Maintain funding and expenditure reports for all departmental accounts.
13. Perform monthly record keeping functions on budget reports from the Business Office to submit to the Director.
14. Assist Direct auditor as requested by Business Manager or state and local agencies; conducting research and providing information.
15. Create, monitor, progress, and maintain files of departmental personnel action forms and vacancy notices submitted through Personnel and Budget offices.
16. Operate daily a variety of office equipment including a computer, copier, fax, postage meter, etc. and use daily a variety of computer programs, such as databases, spreadsheets, presentations, word processing programs, as well as accessing research and data from the internet in support of the departmental programs.

### **Marginal Functions:**

1. Perform miscellaneous clerical functions as needed for the Director of Maintenance and Operations.
2. Perform as primary Back up to the Superintendent's Executive Secretary.
3. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Pertinent Federal, State and local laws, codes and regulations.  
Research and data collection  
Report preparation techniques  
Modern office procedures and methods, files management  
Modern computer equipment and programs (database, spreadsheets, word-processing, etc.)  
English usage, spelling grammar and punctuation  
Record keeping methods and procedures.  
General bookkeeping skills  
Telephone/public business etiquette  
Interpersonal relations

### **Ability to:**

Perform research, collect and compile information and data.

Maintain confidentiality of work.

Work independently in the absence of supervision.

Communicate effectively, both orally (in person or on phone) and in writing.

Perform mathematical calculations quickly and accurately

Type/word process at a speed necessary for successful job performance

Operate a variety of modern office equipment including computer equipment, copier, fax, postage meter, etc.

Interpret and explain District policies and procedures

Work with multiple and overlapping priorities and deadlines.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Equivalent to four years of increasingly responsible office experience.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by further specialized training in any area related to office needs. Bilingual (Spanish) preferred, not required.

### **WORKING CONDITIONS:**

#### **Environmental Conditions:**

High pressure office environment utilizing a computer.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in seated and a standing position for prolonged periods of time.