



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Administrative Assistant to the Director of Facilities / Safety Coordinator

**Employee Group:** Administrative Assistant

**Classification:** AA-L3

**FLSA:** Non exempt

**Supervisory Responsibilities:** None

**Reports to:** Director of Director of Facilities / Safety Coordinator

#### **Qualifications:**

1. High school diploma or equivalent (additional related training desirable but not required)
2. Working knowledge of accounting systems and procedures
3. Proficiency in oral and written communication skills
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment
5. Advanced computer skills and ability to operate office equipment

Preferred experience:

Job related experience

Knowledge of software currently used in the district

#### **General Responsibilities:**

Performs responsibilities necessary to accomplish objectives established by the Director of Facilities / Safety Coordinator. Manages financial matters related to district facilities, maintenance, and safety. Adapts to a variety of responsibilities.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Process purchase orders, journal entries, invoices, order supplies/materials and maintain budget records for district facilities and safety, including grants.
2. Manage the maintenance work order system.
3. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedure. Assist department team members with the completion of major projects as they arise.

4. Schedule and coordinate meetings, appointments, and special events for the director. This includes compiling meeting materials, scheduling rooms, recording and preparing minutes, and following up on future agenda and action items.
5. Coordinate interviews and substitutes for the department.
6. Answer telephone, take messages, screen calls, make appointments, and maintain department radio communications.
7. Prepare and properly handle mail/email, correspondence and other documentation.
8. Maintain workable filing systems including long range planning documents.
9. Organize and maintain an efficient office.
10. Follow all business services internal controls and procedures for financial practices.
11. Manage clothing allowances for custodial and maintenance staff.
12. File reports with local, state and federal government agencies.

#### Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff and any other program-related issues.
- Perform other responsibilities as assigned by the Director of Facilities/Safety Coordinator

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Knowledge, Skills, Abilities**

Written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as District reporting forms, procedure manuals, and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, contractors and the general public.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

#### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching.

Ability to lift, move and transport a variety of work related materials up to 25 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: May, 2017

Revised: August 2017  
August 2023