

<b>Location:</b>	<b>Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Facility Manager</b>
<b>Classification:</b>	<b>Classified; CSEA bargaining Unit</b>
<b>Date Approved:</b>	<b>06/11/1997</b>
<b>Dates Revised:</b>	<b>1/23/2008</b>
<b>Position Control:</b>	<b>#142222, Salary Schedule 2, Range 27, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under minimal supervision of the Facility Manager, provides a wide variety of responsible clerical and technical support to the Maintenance and Operations Department; may coordinate the work of other hourly labor/intern staff and perms related work as required.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Serves as “first point of contact” for questions and issues relating to the District’s maintenance and operations functions
- Performs a variety of secretarial and clerical duties
- Assists administrator in monitoring the department budget
- Orders parts, equipment and supplies as needed
- Prepares purchase order requisitions, reviews and prepares invoices, maintains and balances petty cash fund
- Assists with orders for repairs for equipment
- Prepares timesheets and absence reports for department
- Maintains necessary files
- Maintains property inventory
- Coordinates work order
- Co-chair and provides clerical support for the District Safety Committee
- Maintains safety data sheets and master catalog
- Handles transfer of liability/ownership for donated cars
- Purchases safety materials
- Assist in coordinating off-site pickups/deliveries
- Assists with shipping and receiving including logging data and coordinating deliveries
- Assists with liaison for fire alarm and security system
- Maintains required FCC Licenses and keeps updated with the FCC Regulations for District Radio System to assist Facility Manager
- Programs district radios
- Assists with the coordination of preventative maintenance services and reports of campus elevators
- Maintains service records
- Coordinates HazMat Recycling Programs and maintain contracts and permits

**AREAS OF RESPONSIBILITIES/DUTIES (continued):**

**Essential Functions:**

- Emergency and security alarm backup vendor contact
- When needed, assists with controlling the Energy Management System
- Performs other related duties as assigned

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Organizational operations, policies and objectives
- Applicable laws, code, regulations, policies and procedures including
- Modern office practices, procedures and equipment including recordkeeping techniques
- Correct English usage, grammar spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Method of collecting and organizing data and information
- Operation of a computer and assigned software

**Ability to:**

- Perform responsible secretarial and administrative assistant duties
- Interpret, apply and explain laws, codes, rules regulations, policies and procedures
- Effectively communicate with students, school personnel, vendors, and members of local and state agencies and of the business community
- Ability to establish and maintain effective relationships with staff, teachers, office, school district personnel, business community, and other related individuals
- Assure efficient and timely completion of office and program projects and activities
- Analyze situations accurately and adopt an effective course of action
- Problem solving with data and equipment
- Compose effective correspondence independently
- Maintain a variety of records
- Work independently with little direction
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Education and Experience:**

- Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field
- Three years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact preferably in facilities ad operations in school districts

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**MINIMUM QUALIFICATIONS (continued):**

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 35 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Employee Signature