

# POSITION DESCRIPTION

## Administrative Assistant

Revision Date: March 30, 2026

**Reports to:** Facilities Director and Security Director

**Supervises:** N/A

### General Description of Duties (Knowledge, Skills and Abilities):

Provide administrative and operational support for the Facilities Director and Security Director and assist with projects and programs within Facilities Management and School Security. This includes calendar maintenance, meeting setup and preparation, purchasing, mail processing, file maintenance, work order coordination, asset tracking, compliance tracking, and other clerical tasks as assigned.

Performs administrative work of a confidential nature for Facilities, Security, and the school district. Must communicate effectively in oral and written form and demonstrate strong organizational, financial, and compliance monitoring skills.

Excellent English usage, spelling, punctuation, grammar, and report formatting. Effectively and efficiently perform responsible secretarial functions. Effectively communicate in oral and written form. Must have experience in budget and finance.

### Salary Level

Minimum Level 3 - Maximum Level 4 pursuant to Cherokee Central Schools Salary Schedule

### Fair Labor Standards Act Status

Exempt

### Qualifications/Experience

**Minimum Qualifications:** Minimum of an AA Degree in Secretarial, Business, or Office Related Field. Specialized training or work experience in business office management and related technical skill areas may be substituted for the degree.

**Preferred Qualifications:** Bachelor's degree in Construction Management. Three years of experience in facilities management or construction management.

Must have experience and knowledge working with Microsoft Office (Word, Excel, Power Point, etc.), modern office practices and equipment, including automated data management, and electronic storage and retrieval systems.

### Major Functions

#### 1) Major Functions:

- Tracks and assigns keys; maintains daily accountability and annual key inventory.
- Coordinates key collection during staff separation and end of school year.
- Maintains key control logs in accordance with district security procedures. This may include updating maps to align with current lock or key models.
- Coordinates with locksmiths and security vendors to order keys, locks, and access hardware.
- Maintains documentation for card access, alarm zones, camera maintenance scheduling, and visitor system support.
- Relays key and lock changes through the security and facilities department heads.
- Tracks police, fire, emergency management, and contractor key issuance.
- Supports security compliance documentation including incident logs, inspection records, and safety audits.
- Maintains confidential security records and access authorization documentation.
- Constant check-ins and communications to multiple external entities.
- Completes daily inventory on keys.
- Order materials from facilities and security vendors.

- Calls outside contractors to schedule for routine/seasonal maintenance.
- Order seasonal supplies for routine maintenance.
- Orders materials and supplies for Facilities and Security operations.
- Ensure adherence to regulatory requirements in the absence of the directors.
- Develop skills and ensure proficiency in asset management software.
- Track and manage the lifecycle of maintenance or service requests, ensuring timely, efficient, and accurate completion.
- Tracks work orders to ensure timely completion and regulatory compliance.
- Compile data in statistical data and reports for quarterly and annual evaluation.
- Schedules personnel based on work order requests.
- Schedules work vehicle maintenance as needed.
- Schedule inspections and keep in contact with the vendors.
- Schedules contractors for routine, preventive, and emergency maintenance around testing and academic events.
- Distribute work orders and follow up on supplies necessary to complete the order.
- Must be able to communicate and hold positive relationships with the vendors.
- Must process invoices to ensure correct billing and vendor records.
- Develop an understanding of basic facilities terms.
- Reviews service contracts and proposals for cost effectiveness.
- Must be familiar with financial software.
- May be asked to complete daily walk-throughs to identify maintenance or safety concerns.
- Must operate school motor vehicles and ATVs.
- Schedule maintenance for motor vehicles, ATVs, and grounds equipment.

## 2) Function: Office Management

- ~~In the absence of professional staff, manages office operations in a smooth and efficient manner.~~
- Maintains efficient office operations in the absence of Directors.
- In the absence of the director, may provide authorization to fulfill contracts and conduct day-to-day business.
- Demonstrates professional courtesy in dealing with public and school staff.
- Is familiar with Cherokee Central School operations, policies, and procedures and is able to interpret these when needed by public.
- Updates office procedures as needed, to expedite the smooth operation of the Facilities Office along with the Security department.
- Makes travel arrangements for ~~director~~ of both the Facilities and Security departments.
- Prepares all required paperwork upon completion of travel for submission to Finance Office.
- Monitors availability of supplies and materials needed by the department, and prepares purchase orders for same as needed.
- Prepares purchase orders and requisitions ~~vouchers~~ for payment.
- Prepare paperwork to establish a new vendor in the finance management system.
- Prepares and submits Monthly Report prior to deadline.
- Prepares correspondence, memoranda, reports, including privileged and highly sensitive materials.
- Maintains and ensures confidentiality of personnel ~~student~~ records.
- Keep an accurate record of the petty cash and department financial records.
- Is available to assist auditors during all records audits.
- Is knowledgeable with policies, regulations, and operational procedures which govern the activities of the office.

## 3) Function: Typing

- From handwritten copy, printed matter and/or oral instructions, edits and types materials required by the director for submission to the schools, State, BIEA or other agencies.
- Proofs typed materials for accuracy of form, content, grammar, and punctuation.
- Prepares replies to inquiries which can be answered by reference to office records and files, by personal knowledge, or knowledge of the supervisor's views.

**4) Function: Filing**

- Establishes and maintains files in accordance with standard file classification
- Files daily documents and correspondence.
- Carries out prescribed procedures for file transfer and destruction of files.
- Is responsible for accurate maintenance of the school policy manual, regulatory materials, and technical reference used in carrying out program functions.
- Maintains an efficient system of data storage and retrieval, both electronic and traditional files and records.

**5) Function: Time and Attendance**

- Prepares and maintains bi-weekly education time and attendance for Facilities and Security Staff.
- Maintains a daily record of hours on duty and leave of Facilities Staff.
- Creates the on-call schedule for weekends and breaks.
- Assists with on-call scheduling for security staff .

**6) Function: Budget and Finance**

- Keeps records/cuff accounts of financial transactions for the Facilities department.
- Reconciles and reviews ~~balances~~ accounts for accuracy.
- Budget reporting and analysis – Track base and working budget changes, assist with monthly budget reports, investigate budget variances, assist with monthly analysis and projection, and prepare special reports as requested.

**7) Function: Evaluation**

- Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on evaluation of personnel.

**8) Function: Physical Requirements**

- The job will require sitting, standing, walking, lifting, speaking, visual and hearing acuity.
- May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers, and/or controls. May have to reach special objects.
- The work environment is mostly inside the office area with occasional walk-throughs of the grounds. May be outside at least 1-2 times per month. May be subject to outside weather conditions in the heat and cold.

**9) Function: Other (Non-regular)**

- May be asked to perform other duties as assigned.
- Must be able to work independently.
- Must be punctual and possess the ability to multi-task.
- Maintains appropriate calendar(s) of activity, events, appointments, conferences, and meetings. Performs other duties as assigned.

**Appearance/ Disclaimers:**

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management has the exclusive right to alter this position description without notice.