



## East Moline School District #37 Position Description

Job Title: Administrative Assistant to the Director of Maintenance/Operations

Supervisor: Director of Maintenance and Operations

### Qualification Requirements:

1. Certificate of good health
2. Must have the ability to deal amicably with callers, applicants, and all employees of District #37
3. Comprehensive computer skills in use of word processing, spreadsheet, and database application
4. Ability to learn and work with personnel and financial management software
5. Must demonstrate high level of grammar and spelling skills
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Summary: To assist the Director in providing an efficient operation in the Custodial/Maintenance Department

### Essential Duties and Responsibilities:

1. Maintain inspection records for such things as fire alarms, asbestos, emergency lighting, elevators, boilers, fire extinguishers, backflow systems, sprinklers, etc., alerting the Director which routine inspections are due
2. Maintain preventive maintenance records
3. Assist with recordkeeping and maintenance of security software, such as proximity readers
4. Maintain records for life safety projects and amendments
5. Assist with developing the department budget, as directed
6. Track and maintain historical data on select expense items identified by the Director
7. Maintain records on compensatory time off earned by custodial/maintenance workers, alerting the Director when hours become payable as overtime
8. Match invoices to purchases, add expense account numbers as directed and prepare invoices for review and payment
9. Assist with inventory management
10. Conduct regular preliminary reviews of department timesheets, to assure accuracy and prepare them for approval by the Director each week.
11. Assist in preparing bids for projects, grant applications and/or large purchases
12. Maintain records on employees' time off requests, maintain records and assist with the placement of substitute custodians
13. Maintain pertinent files and records, scanning files to be archived as needed
14. Assist in maintaining records necessary for compliance with the Department of Labor, the Department of Public Health, OSHA, etc.
15. Answer incoming calls, answering questions and routing other calls as appropriate
16. Open and sort incoming U.S. and school mail, taking responsibility for routine correspondence
17. Assist in planning staff training sessions and maintain records on training provided
18. Generate staff communications as needed
19. Maintain strict level of confidentiality on all matters related to each department
20. Other duties as assigned by the Director of Maintenance and Operations

Terms of Employment: Twelve months. Salary and work year to be established by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Department: Maintenance and Operations

FLSA Status: Non-Exempt

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Generally requires 90% sitting, 5% walking, 5% standing, and a small amount of crouching. A very minimal amount of lifting can be expected, along with a minimal amount of kneeling, climbing, pushing or pulling. Manual dexterity and the ability to operate office machines, computer equipment, etc. are required.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

*The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

The job is performed indoors, under minimal temperature variations.

Approved by:

Date approved/updated: November 30, 2020