

Maine School Administrative District No. 6
Job Description

Position Title: Administrative Secretary II – Facilities

Department: Facilities Management

Reports To: Director of Facilities

Supervises: None

Approved By: _____

Approved Date: _____

POSITION SUMMARY

The Facilities Administrative Secretary II provides comprehensive administrative and operational support to the Director of Facilities, Assistant Director of Facilities, Custodial Supervisor, Safety and Compliance Specialist, and the Facilities Management Department.

This position is responsible for coordinating and maintaining administrative systems that support the day-to-day operation of the District's facilities, including work orders, purchasing, inventory, records, inspections, preventative maintenance documentation, timekeeping, vendor communications, financial tracking, facility-use scheduling, event coordination, invoicing, and departmental correspondence.

The Administrative Secretary II serves as an important point of contact between the Facilities Management Department, school administrators, staff, contractors, vendors, organizations, and the public. The position requires excellent organizational skills, attention to detail, discretion, follow-through, and the ability to manage multiple priorities in a fast-paced environment.

The Administrative Secretary II works under the direction of the Director of Facilities and assists the Director, Assistant Director, and Custodial Supervisor with the administrative coordination of departmental programs, projects, personnel, and daily operations.

The position does not independently establish departmental policies, approve major expenditures, or assume the supervisory authority of the Director, Assistant Director, or Custodial Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are representative of the position and may be modified or assigned as operational needs require.

1. Work Order and Maintenance Support

- Receive, enter, organize, prioritize, and route facility maintenance requests in the District's work-order management system.
- Assist the Director and Assistant Director with monitoring open work orders and follow up with appropriate staff regarding outstanding requests.
- Maintain accurate records of work orders, completed work, materials, labor, and associated costs.
- Assist the Director and Assistant Director with developing reports and tracking departmental workload and project status.
- Communicate with school administrators and staff regarding the status of maintenance requests as directed.
- Assist building-level administration with the proper use of **OperationsHero**, including entering, updating, tracking, and reviewing facility-related requests and information.
- Maintain documentation associated with preventative maintenance activities and scheduled maintenance.

2. Scheduling and Department Coordination

- Assist the Director and Assistant Director with scheduling Facilities Management staff, contractors, vendors, inspections, service calls, meetings, and other facility-related activities.
- Coordinate notification and access to buildings for contractors and service providers as directed.
- Maintain departmental calendars and schedules.
- Assist with coordinating department meetings, training, inspections, and other activities.
- Communicate schedule changes and operational information to appropriate staff.
- Assist the Assistant Director and Custodial Supervisor with administrative scheduling and coordination responsibilities.
- Assist the Custodial Supervisor with coordinating custodial coverage and building support for special events and activities.

3. Facility Use and Event Scheduling

- Coordinate and maintain the District's facility-use and event scheduling process in accordance with MSAD 6 policies and procedures.
- Review facility-use requests and coordinate scheduling with building-level administration, Facilities Management staff, custodial staff, and outside organizations.
- Maintain accurate calendars of facility use, including athletic events, community events, rentals, meetings, performances, and other activities.
- Confirm that appropriate custodial, maintenance, and building-support requirements are identified for scheduled events.
- Coordinate with building administrators and Facilities supervisors regarding event requirements and building access.
- Ensure required **Certificates of Insurance (COIs)** are obtained, reviewed, current, and maintained for applicable events and outside organizations.
- Track expiration dates for Certificates of Insurance and follow up with organizations when updated documentation is required.
- Maintain organized records of facility-use agreements, COIs, permits, invoices, correspondence, and other required documentation.
- Prepare and issue invoices for facility-use events when charges apply.
- Track outstanding event-related invoices and coordinate with the Business Office as necessary.
- Assist building-level administration with event scheduling and facility-use procedures.

- Ensure events are properly documented and scheduled before communicating final confirmation to the requesting organization.
- Identify scheduling conflicts, operational concerns, or unusual facility-use requests and refer them to the appropriate supervisor for resolution.

4. Purchasing, Supplies, and Inventory

- Prepare purchase orders and purchasing documentation in accordance with District procedures.
- Order custodial, maintenance, office, safety, and other departmental supplies as authorized.
- Assist with districtwide bulk purchasing and procurement activities.
- Maintain accurate inventory records for supplies, equipment, and materials.
- Assist with obtaining quotes, maintaining vendor information, and documenting purchases.
- Assist the Director of Facilities with bid and procurement processes when assigned.
- Establish purchasing accounts with approved vendors and complete required documentation with the District Business Office.
- Monitor supply levels and communicate anticipated needs to the appropriate supervisor.

5. Budget and Financial Administration

- Assist the Director of Facilities with monitoring departmental budgets and expenditures.
- Maintain accurate records of purchase orders, invoices, receipts, and other financial documentation.
- Review invoices for accuracy and appropriate coding before submitting them for approval.
- Assist with periodic review of departmental financial information.
- Maintain records related to departmental petty cash, as applicable.
- Prepare financial reports and expenditure information as requested.
- Prepare and process invoices associated with facility-use events and other approved departmental activities.
- Track outstanding invoices and communicate unpaid balances to the appropriate personnel.
- Identify potential budget concerns and communicate them to the Director of Facilities.

Final authorization of expenditures and departmental financial decisions remain with the Director of Facilities and/or appropriate District administration.

6. Inspections, Compliance, and Records

- Schedule and maintain records of required inspections, testing, certifications, service agreements, septic pumping, and other recurring facility requirements.
- Maintain organized electronic and paper records related to facility compliance activities.
- Assist the Director of Facilities and Safety/Compliance personnel with maintaining documentation and tracking deadlines.
- Monitor upcoming inspection and renewal dates and notify the appropriate personnel of upcoming requirements.
- Assist with maintaining records associated with regulatory agencies, contractors, service providers, and required certifications.

7. Preventative Maintenance and Asset Management

- Assist with maintaining the District's preventative maintenance schedules and documentation.

- Enter and maintain facility assets and associated information in the District's asset/work-order management system.
- Coordinate routine administrative activities with contracted asset-management or maintenance service providers.
- Maintain records of equipment, warranties, service agreements, and maintenance history.
- Assist the Director and Assistant Director with developing reports related to facility assets and preventative maintenance.

8. Capital Projects and Facilities Projects

- Provide administrative support for capital improvement, renovation, repair, and construction projects.
- Maintain project files, correspondence, purchase orders, invoices, schedules, contracts, and related documentation.
- Assist with scheduling meetings, site visits, inspections, and contractor access.
- Track project documentation and communicate project information as directed by the Director or Assistant Director.
- Assist with grant applications, rebates, and incentive programs related to facilities, energy efficiency, and capital improvements.
- Maintain records of grant applications, awards, reimbursements, and required documentation.

9. Energy Management and Building Systems

- Assist with administrative monitoring of the District's Energy Management System (EMS/BAS).
- Assist with scheduling and documenting HVAC service and maintenance.
- Communicate building temperature or HVAC concerns to appropriate Facilities personnel.
- Maintain records related to energy-management activities, utility information, and equipment service.
- Perform routine administrative functions within the EMS/BAS system as authorized and trained.

10. Personnel and Timekeeping Support

- Assist the Director, Assistant Director, and Custodial Supervisor with administrative coordination involving Facilities Management personnel.
- Review employee timesheets for completeness, accuracy, appropriate coding, and assignment before forwarding them through the appropriate approval process.
- Maintain attendance, leave, training, and other personnel records as assigned.
- Assist with coordinating staff training and maintaining required training documentation.
- Assist the Assistant Director and Custodial Supervisor with administrative tracking related to staffing, schedules, assignments, and coverage.
- Communicate staffing or scheduling concerns to the appropriate supervisor.

The Administrative Secretary II does not independently supervise, discipline, evaluate, or direct Facilities employees unless specifically assigned such responsibility by the Director of Facilities.

11. Support to Facilities Leadership

- Provide administrative support to the Director of Facilities, Assistant Director of Facilities, and Custodial Supervisor.
- Assist with preparing reports, correspondence, spreadsheets, schedules, meeting materials, and other administrative documents.
- Assist the Assistant Director with maintenance-related administrative duties, work-order tracking, project documentation, purchasing, scheduling, and follow-up.
- Assist the Custodial Supervisor with administrative duties related to custodial operations, scheduling, supply ordering, records, timekeeping, and communications.
- Maintain appropriate confidentiality regarding employee, financial, operational, and other sensitive information.
- Assist Facilities leadership with special projects and departmental initiatives.
- Provide follow-up and administrative coordination on assignments delegated by Facilities leadership.

12. Vendor and Contractor Communication

- Serve as an administrative point of contact for Facilities vendors and contractors.
- Obtain quotes, schedule service calls, coordinate building access, and communicate routine information as directed.
- Maintain current vendor contact information, service agreements, Certificates of Insurance, and related documentation.
- Assist with resolving routine administrative issues involving vendors and contractors.
- Refer contractual, performance, financial, or other significant issues to the Director or appropriate supervisor.

13. Communications and Customer Service

- Respond professionally and promptly to emails, work requests, and other inquiries related to Facilities Management.
- Serve as a liaison between the Facilities Department and school administrators, staff, vendors, contractors, community organizations, and members of the public.
- Prepare correspondence, reports, notices, spreadsheets, forms, and other documents.
- Maintain confidentiality of personnel, financial, student, and other sensitive District information.
- Communicate information clearly and professionally while maintaining appropriate boundaries and chain of command.

14. Records Management

- Maintain organized electronic and paper files for the Facilities Management Department.
- Maintain records in accordance with District record-retention requirements.
- Assist with responding to requests for departmental records as directed.
- Maintain accurate databases, spreadsheets, logs, and tracking documents.
- Ensure departmental records are current, accessible, and properly organized.

15. Other Duties

- Assist the Director of Facilities, Assistant Director, and Custodial Supervisor with special projects and departmental initiatives.

- Attend meetings as assigned.
 - Assist with emergency and weather-related administrative communications and coordination when necessary.
 - Perform other related duties as assigned by the Director of Facilities or appropriate District administration.
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REQUIRED QUALIFICATIONS

Education and Experience

- Associate's degree in business administration, office administration, facilities management, or a related field preferred.
 - High school diploma or equivalent required.
 - Minimum of three years of progressively responsible administrative, office, facilities, purchasing, accounting, or related experience preferred.
 - Experience working in a public school or municipal environment is desirable.
 - Experience working with computerized work-order, accounting, purchasing, inventory, or facility-management systems is desirable.
 - Equivalent combinations of education and experience may be considered.
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LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating instructions, maintenance instructions, policies, procedures, contracts, and technical documentation.
 - Ability to prepare clear and accurate correspondence, reports, spreadsheets, and other written materials.
 - Ability to communicate effectively and professionally with employees, administrators, contractors, vendors, community organizations, and members of the public.
 - Ability to maintain confidentiality and exercise appropriate judgment when handling sensitive information.
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MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.
 - Ability to work with percentages, rates, measurements, budgets, invoices, purchase orders, and expenditures.
 - Ability to review financial information for accuracy and identify discrepancies.
 - Ability to work effectively with spreadsheets and computerized financial systems.
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REASONING AND DECISION-MAKING ABILITY

- Ability to organize and prioritize multiple tasks and deadlines.
 - Ability to identify problems, gather information, and determine appropriate administrative solutions.
 - Ability to exercise sound judgment within established policies and procedures.
 - Ability to recognize issues requiring escalation to the Director of Facilities, Assistant Director, Custodial Supervisor, or other appropriate District administrator.
 - Ability to manage frequent interruptions while maintaining accuracy and attention to detail.
 - Ability to work independently while understanding and following the established chain of command.
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TECHNOLOGY SKILLS

- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and related software.
 - Ability to learn and effectively use District-specific software and technology systems.
 - Experience with **OperationsHero** or similar computerized work-order/asset-management software preferred.
 - Ability to maintain electronic records, databases, spreadsheets, calendars, and tracking systems.
 - Ability to learn and utilize building management and energy-management systems as required.
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OTHER SKILLS AND ABILITIES

- Strong organizational and time-management skills.
 - Excellent attention to detail and follow-through.
 - Ability to manage multiple priorities and meet deadlines.
 - Ability to establish and maintain effective working relationships with employees, administrators, contractors, vendors, community organizations, and members of the public.
 - Ability to work professionally in a high-volume, fast-paced environment.
 - Ability to maintain confidentiality.
 - Ability to work effectively with individuals from diverse backgrounds.
 - Ability to remain calm and professional during emergencies or stressful situations.
 - Ability to work cooperatively as part of the Facilities Management team.
 - Ability to understand and comply with MSAD 6 policies, procedures, administrative directives, and Board of Directors policies.
 - Commitment to providing professional and responsive customer service.
 - Ability to work effectively with the Director of Facilities, Assistant Director, Custodial Supervisor, school administrators, and Facilities staff.
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PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth perception, and color vision.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours, take direct responsibility for the safety, well-being or work output of other people, and meet multiple demands from several people. While performing the duties of the job, the employee must visit various buildings for inspection and meetings. Driving through all types of weather conditions or storms is required.

WORK CONDITIONS: Must be willing and able to work in a variety of spaces and to travel to multiple job locations in the course of the day as may be required in order to perform the essential functions of this position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.

WAGES AND BENEFITS:

As determined by the MSAD 6 Board of Directors on an annual basis.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with disabilities Act of 1990 (ADA).

I have read, understand, and am able to fulfill the requirements necessary to perform this job.

**Facilities Administrative Assistant
MSAD 6**

Date