



JOB DESCRIPTION

TITLE:	Administrative Assistant for Facilities
HOURS OF POSITION:	8:00 a.m.- 4:00 p.m. Monday-Friday
QUALIFICATIONS:	High School diploma required; supplementary training or coursework in office administration, business, or a related field preferred Prior experience in an office setting required; experience in a school district, municipal, or similarly complex public-sector environment strongly preferred. Proficiency with Microsoft Office Suite and Google Workspace required; experience with facility scheduling software, financial processing systems, or similar platforms preferred. Demonstrated ability to manage multiple competing priorities accurately and independently, with minimal supervision. Strong attention to detail, particularly in financial record-keeping, compliance documentation, and data entry. Ability to communicate clearly and professionally - in writing and in person - with a wide range of stakeholders, including district staff, contractors, community members, and the general public. Comfortable working in a fast-paced environment where priorities can shift quickly and discretion is essential. Valid Driver's License
REPORTS TO:	Director of Facilities
GOALS:	To ensure the prompt, accurate, and efficient handling of all administrative and clerical matters relating to the Facilities Department and its operations.

ESSENTIAL FUNCTIONS:

1. Administrative & Clerical Support



- Serve as the primary administrative assistant to the Director of Facilities and the Coordinator of Buildings & Grounds.
- Maintain organized physical and digital department files.
- Serve as a professional liaison between department administration, district staff, and the community.
- Perform other related tasks and duties as assigned by the Director of Facilities.

2. Operations & Facility Scheduling

- Coordinate and manage the District facility scheduling system, including processing requests, approvals, and communications for community members, staff, and coaches.
- Maintain the District passenger van scheduling calendar and vehicle usage records.
- Schedule planned maintenance inspections for building systems as assigned.

3. Budget & Financial Administration

- Process department purchase orders, budget transfers, e-commerce orders, and monthly procurement card reconciliations.
- Assist the Director in preparing the annual department budget.
- Order and track department supplies as requested.

4. Compliance, Safety, & Record Keeping

- Support the implementation and record-keeping for key compliance programs including waste management, integrated pest management, asbestos, and staff training.
- Assist with documentation and reporting for the District Safety Committee.
- Maintain compliance files related to boiler and elevator inspection certificates and lead testing.
- Maintain updated inventory lists of custodial equipment and District vehicles.

5. Personnel & Driver Compliance

- Maintain the District's approved driver list, including processing driving record checks through the PENNDOT system and maintaining related employee files.
- Prepare onboarding folders for new Facilities Department hires.
- Maintain a roster of custodial substitutes and coordinate shift coverage as needed.

6. Cross-Functional Backup Support

- Provide backup support for the transportation bus radio in the absence of the Director of Transportation.
- Cross-train with the Transportation Department to provide administrative support, including purchase order entry and invoice reconciliation as needed.
- Provide backup support for security badge creation and system data entry as needed

POSITION SPECIFICATIONS:

Physical Demands Sitting at desk for extended periods of time



Walk through buildings
Occasional travel to local, regional, and state meetings
Frequent lifting and carrying – up to 15 to 20 pounds
Manual dexterity to use office equipment

Sensory Abilities Visual and auditory acuity

Work Environment Generally a school-based environment
Attending workshops during working hours

Temperament Ability to work as a coordinator and a member of a team
Must be courteous and able to deal effectively with people
Must be cooperative, congenial, and service-oriented
Ability to work in an environment with frequent interruptions

Cognitive Ability Ability to follow written and verbal communications
Ability to read, write, and do complex computations
Ability to compose clear, concise sentences and paragraphs
Ability to work independently and make work-related decisions
Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively

Specific Skills Ability to use computer technology efficiently
Must be proficient on computer keyboard
Ability to operate office equipment
Must know how to format business correspondence and reports
Must appropriately handle confidential information

License Valid Driver's License

TERMS OF EMPLOYMENT:

Annual salary, work schedule, and other conditions of employment in accordance with the [York Suburban Education Association negotiated agreement](#).

The York Suburban School District is an Equal Opportunity Employer. We are committed to fostering an inclusive environment where all employees and applicants for employment receive equal opportunity in all aspects of employment. Discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other legally protected status is prohibited.

In accordance with the Americans with Disabilities Act (ADA), the York Suburban School District provided reasonable accommodations to qualified individuals with disabilities. If you need assistance or an accommodation due to a disability, please contact Human Resources at HR@yssd.org.



The York Suburban School District values diversity and inclusion and encourages individuals of all backgrounds to apply. We are dedicated to providing a work environment where everyone feels valued, respected, and empowered.