

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Buildings and Grounds Coordinating Specialist

**FLSA:** Non-exempt

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### GENERAL SUMMARY

Under limited supervision, is responsible for providing responsible administrative and secretarial support to the Director of Buildings and Grounds. Exercises independent judgment in performing administrative activities such as interpreting and explaining policy, designing reports, scheduling activities, disposing of matters of a routine nature, etc. Maintains confidential files and reports, and uses word processing equipment and/or a PC in performing duties. Reports to Director of Buildings and Grounds.

### ESSENTIAL FUNCTIONS

Develops, analyzes and/or maintains various records, reports, graphs, charts, forms, spreadsheets and/or databases using a variety of automated applications, including spreadsheet and word processing software.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; directing visitors; scheduling meetings; taking minutes, etc. Ensures prompt typing of all correspondence, reports, and other written communication.

Answers complaints and inquiries, or refers them to appropriate persons and/or departments; interprets school district policies, rules and regulations in response to queries.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature.

Is prompt in ordering and receiving ample supplies for the Building and Grounds Department. Is able to store and locate supplies by part name and department. Demonstrates the ability to issue supplies to authorized personnel through requisitions and maintains an accurate up-to-date inventory.

Receives all calls for maintenance requests, issues subsequent work orders, and maintains an accurate and up-to-date work log. Maintains accurate records pertaining to maintenance performed throughout the school district.

May provide clerical or administrative assistance as a back-up to other departmental or division staff.

Interacts with various levels of management, business persons, government officials and agencies, etc.

Operates general office equipment such as a computer, printer, copier, calculator, and facsimile machine, typewriter, telephone system, etc.

Performs other related duties as required.

### JOB SPECIFICATIONS

**Education and Experience:**

High school diploma with a minimum of two years of responsible administrative support experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

**Knowledge:**

Advanced knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary. Thorough knowledge of departmental policies, procedures, and operations. Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, computers. Thorough knowledge of spreadsheet analysis. Knowledge of the records and reports which must be prepared and maintained. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

**Skills/Effort:**

Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports. Advanced skill in compilation and/or research methods and analysis techniques. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction. Ability to work independently on responsible and confidential assignments and secretarial tasks. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, typewriters, computer, switchboard, etc. Proficiency with Microsoft Office applications including Word and Excel. Ability to make arithmetical computation and tabulations with speed and accuracy. Excellent verbal communication, organization, time management and telephone skills. Demonstrates the ability to work under pressure of deadlines and frequent interruptions.

**Working Conditions:**

Conducts duties in an office/warehouse environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required; no overnight travel is required. Job requires the operation of standard office equipment. Nature of job requires frequent use of computer and monitor for long durations.

**Responsibility:**

No direct budgetary or supervisory responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES/APPROVAL:**

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

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

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