

# Lancaster ISD Job Descriptions

## Human Resources Department

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Administrative Assistant to COO

**Job Title:** Administrative Asst. **Exemption Status/Test:** Nonexempt  
**Reports to:** Chief of Operations  
**Dept./School:** Maintenance and Operations **Pay Grade:** Admin Support 6

### Primary Purpose:

Provide administrative and clerical support to the Chief of Operations and direct reports to the Chief. Serves as the Office Manager of the department managing budgets, School Dude work assignments, preparing reports for internal and external use, preparing PowerPoint presentations as well as organizing and managing the routine work activities of the department.

### Qualifications:

#### Education/Certification:

High school diploma or GED  
College Degree and/or advanced administrative support and computer training preferred.

#### Special Knowledge, Skills, and Abilities:

Proficient skills in keyboarding, word processing, and file maintenance  
Excellent organizational skills  
Ability to multi-task and maintain confidentiality  
Proficient in preparing PowerPoint presentations  
Ability to manage, report, and reconcile multiple budgetary accounts  
Effective oral and written communication skills  
Effective interpersonal skills to maximize working relationships with administrators, departmental staff, teachers, and other auxiliary personnel, students, and the community.  
Ability to use software to develop spreadsheets, databases, and reports  
Ability to effectively analyze financial documents and data  
Ability to think critically and solve problems  
Demonstrate strong leadership skills

#### Experience:

At least 5 years of administrative support experience, preferably in a public education environment

### Major Responsibilities and Duties:

1. Serve as the Office Manager of Maintenance and Operations managing budgets, managing School Dude assignments as directed by Maintenance and Operations Supervisors, and assisting the Chief of Operations as needed on a daily basis and in preparing for all Maintenance and Operations presentations to the Lancaster ISD Board of Trustees.
2. Execute office activities to allow for proficient operations of the department including a complete and effective filing system.

3. Answer incoming calls, take reliable messages, and route to appropriate staff.
4. Collect pertinent building maintenance data and organize it into usable form, prepare memoranda, reports, agenda, requisitions, and other communications as directed.
5. Maintain School Dude, the District's Work Order System, to keep accurate and timely information of work performed at all campuses and schools and work performed by maintenance employees.
6. Manage maintenance and operations personnel time clock management in TEAMS.
7. Analyze and process maintenance and operations personnel time records for accuracy, including leave requests and reports, comp and over-time reports, compiling monthly reports for the Chief of Operations and for submission as needed to Human Resources.
8. Assist all schools, directors and supervisors in training of the School Dude Work Order System.
9. Create necessary work order reports as needed for the COO, directors, and supervisors.
10. Assist in procuring and processing maintenance and operations purchase orders and warehouse invoices.
11. Process the school and postal mail and other documents by receiving, sorting, and distributing to departmental staff.
12. Maintain all required federal and state licensing for maintenance and operations personnel and all the necessary building licenses, such as boilers, elevators, asbestos, etc.
13. Assist in budget transfers and requisitions.
14. Prepare monthly budget update reports for all Maintenance and Operations accounts.
15. Maintains and orders uniforms for maintenance, custodial, and grounds staff.
16. Assist Transportation department on an as needed basis.
17. Participate in professional development activities to maintain current knowledge of guidelines, regulations, and practices.
18. Maintains a consistent professional demeanor and appearance.
19. Works extended work hours and/or work weeks to include district-wide travel as required throughout the year.
20. Daily attendance and punctuality at work are essential functions of the job.
21. Maintains confidentiality of information.
22. Maintains the daily schedule of the Chief of Operations.
23. Work with Human Resources on all employee and insurance carrier to assist with worker's compensation claims.

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- 24. Assist Human Resources with filings and hearings for unemployment claims.
- 25. Make travel arrangements, file travel requests, and reimbursement requests for the Chief of Operations and departmental staff as needed.
- 26. Other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Personal computer, printer, calculator, copier, and fax machine.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_