

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: STAFF ASSISTANT-FACILITIES

#### BASIC FUNCTION:

Under the direction of a Director-Maintenance, Operations & Transportation, coordinate with District departments in preparation of reports; prepare and input requisitions for construction projects complete with backup materials; process and input all invoices to be submitted for payment; complete State and District forms, coordinate State timelines for funding; compile monthly budget reports on expenditures; maintain personnel records.

#### REPRESENTATIVE DUTIES:

Perform a wide variety of specialized, technical, and responsible secretarial and program management clerical duties to assist the Director and assigned staff in providing services to relevant District internal and external customers. **E**

Research and compile reports including the computation of statistical information for various Federal, State and District reports. **E**

Maintain hazardous waste manifests; compilation and calculation of fees on an annual basis. **E**

Establish and maintain a variety of complex personnel records, worker's compensation logs and files. **E**

Verify, process, and file invoices and requisitions for ongoing construction projects. **E**

Research and compile itemized yearly State expenditure reports with warrant information and monthly expenditure reports for all ongoing construction projects. **E**

Coordinate funding with report dates for modernization projects throughout the District; track Labor Compliance Program for each site and itemize on expenditure report. **E**

Arrange, coordinate, and facilitate meetings and activities between various District staff members and clientele served by organizational functions; maintain calendar of meetings and prepare follow-up materials; and maintain relevant schedules in electronic media as appropriate. **E**

Input a variety of data into District and County Management Information Systems; maintain and update information and contract expenditure amounts as needed. **E**

Verify and process invoices for materials and other necessary organizational expenditures; verify calculations and forward according to established procedures; keep track of attendance and expenses to ensure contract or other authorizations are not exceeded; enter data into computer; prepare contract and calculation data for board approval; assure compliance with timelines and procedural requirements. **E**

Assure efficient flow of information and office productivity; assist with discipline and grievance issues according to established procedures; prepare time reports for contractors and substitute employees; input employee absence information; prepare monthly payroll. **E**

Provide information and assistance, and disseminate information to staff and clientele served by organizational programs and activities. **E**

Verify information placed in databases; coordinate the maintenance of records and files; gather and maintain information and input data into district computer systems. **E**

Sort and distribute reports to staff and clientele; input work orders; and report staff phone problems as appropriate. **E**

Prepare and maintain a variety of records, logs, and files including information of a confidential nature; maintain confidentiality of records. **E**

Request and arrange for substitute employees as needed; prepare conference items for staff and submit for Board approval; maintain and submit required records and reports, including attendance and expense claims. **E**

Assist Director with communication and coordinating activities for staff and clientele. **E**

Operate a variety of office equipment including personal computer, typewriter, copier, FAX machine, and other office equipment assigned for the use of the staff. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Office procedures, policies, and regulations.
- Modern office practices, procedures, and equipment.
- Methods, practices, terminology, and procedures used in the assigned organizations functions.
- Principles of training and providing work direction.
- District organization, operations, policies, and objectives.
- Record-keeping techniques.
- Operation of a computer workstation and other office equipment.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Assign and review the work of others.
- Train and provide work direction to clerical office staff and other assigned staff.
- Perform a variety of responsible secretarial and clerical duties to assist the Director and staff in providing services to relevant District organizational programs.
- Provide relevant information and assistance to staff, outside agencies, students, and parents related to organizational programs and activities.
- Compose correspondence and written materials independently.
- Communicate effectively with administrators, parents, contractors, and outside agencies.
- Assume responsibility and exercise sound judgment.
- Type at 50 words per net minute from clear copy.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Assemble, organize, and prepare data for records and reports.
- Learn, apply, and explain policies, procedures, rules, and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Work confidently with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in the field of business, word processing and other software and four years increasingly responsible clerical and secretarial experience, including at least one year of experience in a school district.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, reaching above the shoulders and horizontally to retrieve and file records, lifting, bending, pushing, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information on the telephone or in person.