



## Job Description

<b>Title: Administrative Support Specialist -MOT</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director-Maintenance Operations &amp; Transportation</b>	<b>Supervises: N/A</b>	<b>Range: 27</b>
<b>Department: Maintenance Operations &amp; Transportation</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of Director-Maintenance Operations & Transportation, perform a wide variety of specialized and complex clerical and secretarial work in support of operations and activities related to maintenance, operations and transportation (MOT); coordinate flow of MOT office communications; serve as a as receptionist; prepare data and reports as necessary; relieve the Director-MOT of administrative/technical details.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of specialized and complex clerical and secretarial work in support of operations and activities related to maintenance, operations and transportation (MOT); coordinate flow of MOT office communications; relieve the Director-MOT of administrative/technical details.
- Greet and assist office visitors; serve as a as receptionist; initiate and receive telephone calls; screen and route calls; take and relay messages; respond to inquiries and provide information related to MOT functions, operations policies and procedures; resolve issues as appropriate.
- Receive written information or data, posts to records, ledgers or files, assign budget code numbers to invoices and validate work performed; request, create and process requisitions; request open purchase orders for vendors; complete on-line expense report for credit card purchases.
- Serve as Administrator of OPRA, assign, organize, create and complete work orders for repairs; expedite the flow of work for major District divisions responsible for a large number of employees, programs and projects.
- Count money received for bus passes, issue receipts for money, prepare deposits and reports; process and create bus passes in an assigned software program; create bus passes and maintain various databases and spreadsheets on the computer system.
- Invoice parents for MOT services rendered; input field trip and Boys and Girls Club charges; forward information to the business office for processing invoices; assist parents with pick-up/drop off times, schedules and bus stop locations; relay and receive messages from school bus drivers; contact school sites and parents on behalf of school bus drivers.
- Assist in management of the EMS system; manipulate the EMS to coordinate with Use of Facilities.
- Coordinate the Use of Facilities with school staff; acquire proof of proper insurance, use fees and invoices; coordinate custodial coverage for weekend Use of Facilities; arrange for parking attendant for evening events.
- Assemble and advertise bid contracts, plans mandatory bid walks; compose addendums to contracts; send out notices to proceed; obtain required certificates and bonds and file notice of completion.
- Perform a wide variety of highly skilled clerical work including the personal performance of typing a variety of reports and forms; answer phones; serve as the MOT office receptionist and respond to inquiries relating to MOT department issues; duplicate materials; research and compile information and data.
- Prepare and maintain a variety of records, logs and reports related to shipments, inventory, purchase orders and assigned activities; establish and maintain filing systems; process a variety of forms and applications; duplicate materials as needed; prepare routine correspondence; review outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation.

- Access SEMS to track employee absences; assign substitute personnel if necessary; collect and process absence reports and forward to appropriate district department; track and record employee vacation and time requests; enter employee timesheet data.
- Substitute or serve as backup assistant as necessary in the absence of other MOT staff member(s) including cutting new keys.
- Prepare requisitions, order office supplies, order and disburse custodial supplies.
- Operate a two-way radio and key cutting machines.
- Operate a variety of office equipment including a computer and assigned software.
- Input a wide variety of data into an assigned computer system; create queries and generate purchase orders and computerized lists, records and reports; assure the timely distribution and receipt of a variety of records and reports related to assigned activities.
- Communicate with other departments, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Attend and participate in meetings and in-service trainings; set-up and schedule custodial and maintenance safety meetings.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Basic inventory techniques.

#### **Skills/Ability to:**

- Perform a variety of responsible clerical and secretarial duties in support of the MOT operations.
- Coordinate flow of office communications.
- Learn MOT terminology, practices and procedures.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Fill and process requisitions.
- Answer telephones and greet the public courteously.
- Type or input data accurately at an acceptable rate of speed.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Prioritize work.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Operate a two-way radio and a key cutting machine.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

#### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED and three years clerical or secretarial experience involving frequent public contact including one year of which as including the maintenance of financial or statistical records.

**Licenses, Certifications and other Requirements:**

- N/A

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/MOT office environment.
- Fast paced-work environment with changing priorities.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.