



Job Title: **Administrative Assistant to Directors of Maintenance and Grounds**

Department: Maintenance and Grounds
Reports To: Maintenance Director and Grounds Director
Grade: CA-09
Number of Days: 12 Months
Security Access:
Current Date: September 30, 2015
Overtime Status: Non-Exempt

Position Summary: Responsible for all administrative functions relative to the Maintenance & Grounds departments; responsible for duties which encompass payroll functions and benefits; responsible for various accounting functions; responsible for data entry functions; and assisting the Director of Maintenance & Director of Grounds as needed.

Minimum Qualifications:

- High school diploma or General Education Development certificate/diploma
- Minimum of 5 years job experience with customer service a plus

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Will include, but not limited to: the tracking attendance and payroll for approximately (175) staff members both monthly and hourly.
- Completion of new hire paper work & personnel transmittals.
- Reporting of work compensation claims.
- Maintain personnel files.
- Will be responsible for written reports and correspondence as well as writing Board Agenda items.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Various office functions including basic computer skills and troubleshooting.
- Proficient in both written and verbal communications of sensitive and confidential nature using proper grammar and punctuation.
- Experience in MUNIS, Microsoft Windows & all Microsoft Office products
- Understanding of basic accounting practices.
- Must pass the TCC Secretarial Assessment test.
- Dependable, Communicative, Cooperative, Responsive & Adaptable

- Must be a self-starter, highly motivated, and have a positive attitude.
- The ability to plan and coordinate work to complete assignments without direct supervision is a must.
- Ability to learn CMMS (Computerized Maintenance Management System)

Supervisory Responsibility:

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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