

## Citrus College

## Position Description

Position: Operations Assistant (Facilities)	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 36

### Summary

Performs a variety of office secretarial, clerical, and logistics support duties involving communications and dispatch, typing, filing, and maintenance of specialized records and reports for use in facilities management services.

### Essential Duties and Responsibilities

- Receives notices/complaints from District staff members for facilities maintenance and equipment problems and takes action to resolve problems, or refer to appropriate staff members or organization units for further assistance.
- Receives and/or prepares work orders. Enters information into a database used to plan and prioritize work. Distributes work orders and coordinates supply and material needs. Prepares periodic lists of outstanding work orders, schedules, status, and completed orders. Receives delivery requests.
- Assists with prioritizing and dispatching maintenance personnel to sites when immediate action is required.
- Monitors energy usage by accessing, reading, and printing reports from a computer-aided energy use recording program. Notifies supervisor of variations in readings.
- Orders and may pick-up and deliver parts and supplies to work stations.
- Performs clerical and typing assignments such as but not limited to, letters memoranda, bulletins, reports, or other materials from straight copy, drafts, or verbal instructions.
- Processes business transactions (e.g., purchase orders, contractor invoices, etc.). Enters data onto established data entry screens.
- Answers a multi-line telephone and serves as receptionist to vendors, staff, and the public. Answers inquiries, makes appointments and provides information concerning the services offered by the department.
- Receives, prepares, and processes materials for personnel actions such as paid leaves, payroll information, and other forms.
- Establishes and maintains files as directed. Assembles, collates and prepares materials for distribution. Performs work such as posting records, making arithmetical computations and securing information from existing sources.
- Maintains a variety of records that follow alphabetical, index, and cross-reference formats. Updates records and files with documents and other information that may be confidential in nature. Inventories, receives, shelves, and distributes supplies.
- Receives, sorts, and distributes records, documents, and incoming mail.
- Schedules, attends, and records attendance and proceedings for a variety of meetings.
- Monitors budgets and allocated funds for various work sections or projects. Submits budget transfer requests. Prepares periodic reports of financial activity.
- Compiles statistical data, posts routine administrative or financial transactions or other data and maintains various department information onto establish data entry formats. Searches out information in departmental records and files.
- Processes invoices for payment after verifying goods and services received, making budget coding, then forwarding to accounts payable.
- Tracks problem areas connected with purchase orders, regularly check budget balances of assigned sections, monitoring expenditures and notifying appropriate staff of changes requiring their attention.
- Prepares and distributes weekly schedules showing all campus activities (not including regularly scheduled credit classes) for general information and for Campus Security Services to unlock and lock doors, etc.
- Ensures that insurance documents are received from outside users of campus facilities.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a working knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette.

Requires a working knowledge of administrative filing systems and file maintenance.

Requires knowledge and understanding of the principles and procedures of record keeping.

Requires a working knowledge of office productivity software used in word processing, spreadsheets, and data entry.

Requires a basic knowledge of the materials used in connection with facility maintenance, grounds, custodial, and remodeling.

Must understand mathematics sufficient to perform columnar calculations, decimals, fractions, etc.

Requires sufficient command of English, grammar, spelling and punctuation to prepare correspondence and reports.

Must have sufficient communication skills to greet and work cooperatively with staff, students, contractors, and the public.

### **▪ Abilities**

Requires the ability to perform the duties of the position.

Must be able to learn, understand and apply District rules, regulations and policies and the special terminology used in the department.

Must be able to work under pressure and meet deadlines, timetables, etc., organize workload and prioritize work activities.

Must be able to maintain productive working relationships with students, staff, and the general public.

Must be able to compile numerical and operations data for reports.

Must be able to operate general office equipment.

Requires the ability to keyboard accurately and use a mouse and otherwise operate a microcomputer and peripheral equipment and use common desktop productivity software such as word processing, spreadsheets, e-mail, and access of databases.

Requires the ability to use a two-way radio.

Requires the ability to monitor budget documents, including income and expenditures.

Requires the ability to maintain patience, and achieve cooperation when dealing with others.

### **▪ Physical Abilities**

Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.

Requires near visual acuity to write and read printed materials and computer screens.

Requires sufficient auditory ability to carry on conversations in person and over the phone, and to hear sound prompts from equipment.

Requires the ability to sit, often for long periods of time, to accomplish desk work, turn head and trunk to greet visitors, and to stoop, push, pull and reach to retrieve work materials.

Requires the ability to use manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

### **▪ Education and Experience**

Requires a high school diploma, or the equivalent, plus four years of progressive experience in clerical, logistics, and financial record keeping.

### **▪ Licenses and Certificates**

Requires a valid driver's license.

### **▪ Working Conditions**

Work is performed indoors where minimal safety considerations exist.