

CLERICAL - GROUP 2- WORK PROCESS ADMINISTRATOR  
Position Description

I. Minimum Qualifications:

- Must be at least 18 years of age and hold a valid driver's license.
- Three to five years' experience in an office environment and/or administrative position.
- Experience in facilities maintenance, construction, or a related field preferred.
- Excellent communication and interpersonal skills.
- Excellent organizational skills.
- Proficiency in standard office products and software (Google Suite, Microsoft, etc.)
- Experience with database and electronic filing systems preferred.
- Experience with basic business financial functions (purchase orders, invoicing, etc.)

II. Employment Terms:

- Twelve-month position. Benefits in accordance with the Collective Bargaining Agreement.

III. Reporting Level:

- Reports to the Facilities Director. Overall responsibility is to the Superintendent's Office.

IV. Job Functions:

- Timely and effective processing of work requests from a variety of sources throughout the school district.
- Creates, assigns, monitors, and reports on work orders for in-house staff as well as contractors and vendors.
- Creates purchase orders associated with facilities maintenance. Processes payments to contractors and vendors.
- Orders materials and supplies. Maintains records related to ordering and use.
- Maintains records related to service and project specific proposals contracts, regulatory requirements, vehicles, and facility information.
- Maintains employee schedules and time capture information.
- Assigns electronic access control and keys according to district protocols and maintains associated records.
- Maintains district wide radio communication records and performs central dispatch functions as needed.
- Other related duties as assigned to support departmental or district programs and responsibilities.
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V. Responsibilities:

- Adherence to required safety rules, practices & procedures.
- Adherence to district policies and procedures.
- Present a clean, neat, and professional appearance.
- Ability to work independently as well as cooperatively in a team environment.

VI. Evaluation:

- The Work Process Administrator will be evaluated at least once annually.  
Evaluation will be based upon this job description and other relevant criteria.