

POSITION DESCRIPTION

Facilities Clerical

SECTION I: GENERAL INFORMATION

Position Title: Facilities Clerical	Department: Facilities
Immediate Supervisor's Position Title: Facilities Manager	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under general supervision, the Facilities Clerical provides essential administrative and clerical support to the district's Facilities and Custodial/Engineering teams. This role is crucial for maintaining efficient operations, managing communication, and ensuring vital supplies and services are procured and tracked. The Facilities Clerical handles a diverse range of tasks from daily administrative support and data management to coordinating health and safety initiatives and assisting with vendor relationships, directly contributing to the well-being and functionality of district facilities.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Provides primary administrative support to facilities and operations staff, including answering phones, managing correspondence, and responding to emails.
2.	Manages daily and weekly data entry and communication within the attendance system for custodial staff, ensuring accurate record-keeping and facilitating communication with engineers.
3.	Coordinates the district's Health and Safety Emergency kits, including ordering products, managing inventory, and ensuring timely distribution to designated locations in both fall and spring.
4.	Assists with staff accident and incident reporting on a monthly basis, entering data and supporting the documentation process.
5.	Handles administrative workstation issues, assisting with badge or clearance problems for facilities staff.
6.	Manages and updates spreadsheets for various facilities-related data, including granting system access when direct supervisors are unavailable.
7.	Tracks and monitors District utility usage, helping to manage and report on district-wide consumption.
8.	Processes and uploads utility invoices, ensuring each invoice is accurately attached to its corresponding work order.
9.	Assists with the preparation and management of annual purchase orders for facilities, supporting the procurement process.
10.	Manages fiscal year documentation, including organizing and removing records as required.
11.	Utilizes DocuSign for various departmental processes and assists with bidding documentation.
12.	Manages online supply orders for buildings, reviewing requests and coordinating approvals or denials after consulting with relevant staff.
13.	Acts as a primary contact for key facilities contractors, overseeing contracts and scheduling services.

14.	Coordinates the ordering and distribution of products for specific facility needs.
15.	Participates in interview committees for facilities positions as needed.
16.	Performs other related duties as assigned, contributing to the efficient operation of the Facilities department and district-wide support initiatives.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum two (2) years of administrative support, clerical, or office management experience, preferably in a facilities, operations, or school district environment., OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge • Principles and practices of office administration, record-keeping, and communication. • Basic understanding of purchasing, inventory management, and vendor relations. • Familiarity with safety protocols and emergency preparedness. • Data entry procedures and information management systems. • General knowledge of utility tracking and invoice processing. • General knowledge of district operations and departmental functions. Skills • Strong organizational and time management skills to handle multiple tasks and priorities effectively. • Excellent verbal and written communication skills for clear and professional interactions. • Proficiency in Microsoft Office Suite, particularly Excel for tracking and reporting. • Accurate data entry and attention to detail for maintaining precise records and financial documentation. • Problem-solving skills to independently address administrative issues and inquiries. • Interpersonal skills to build positive relationships with internal staff and external vendors. Abilities • Work independently with general supervision and manage a diverse workload. • Prioritize tasks effectively to meet deadlines in a dynamic environment. • Communicate clearly and professionally with a wide range of stakeholders. • Quickly learn and adapt to new software and systems • Maintain meticulous records and ensure data integrity.

- Adapt to changing needs and unexpected requests within a facilities environment.
- Collaborate effectively with engineers, custodians, and other district staff.
- Learn and competently operate new technology systems relevant to the role.
- Provide clear and helpful information to a diverse range of stakeholders.
- Demonstrate initiative in identifying and addressing administrative needs.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:
Reviewed/updated: