

## POSITION DESCRIPTION

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**JOB TITLE:** ADMINISTRATIVE ASSISTANT – PHYSICAL PLANT

**DEPARTMENT:** PHYSICAL PLANT

**DIVISION:** FINANCE

**HOURLY WAGE:** \$10.97 COMMENSURATE WITH EXPERIENCE

**HOURS PER WEEK:** 40

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** DIRECTOR, PHYSICAL PLANT

**SCHEDULE DETAILS:** 12 MONTHS FULL – TIME / CLASSIFIED

**DATE OF LATEST REVIEW/REVISIONS:** March 1, 2021

### Position Summary

The Administrative Assistant-Physical Plant provides administrative support to the Director of Physical Plant; acting as liaison between the Director and other parties and monitoring assigned programs and/or projects within the Physical Plant. Under general direction of the Director of Physical Plant, this position also performs a variety of purchasing duties and performs related work as required.

### Essential Job Duties

- Evaluates situations and events and takes appropriate action and/or directs to appropriate personnel for resolution through the “work request” system.
- Performs administrative/clerical duties for the Director of Physical Plant.
- Prepares reports and maintains various records and compiles pertinent information for Director’s use.
- Responds to inquiries for the purpose of providing information and/or direction.
- Coordinates purchasing services for all departments within the College except Information Services and the Bookstore.
- Researches, contacts, and selects potential vendors to receive proposals for price, quality, and timeliness of delivery.
- Anticipates and plans for upcoming projects.
- Assists with the request for Bid and Proposal process.
- Reviews trends in material and supply usage and acts when applicable.
- Resolves discrepancies in requisitions, purchase orders, contracts, invoices, and receipts.
- Works with the Controller and Accounts Payable Department to maintain the fixed asset inventory.
- Oversees and participates in developing and maintaining a directory of vendors. Prequalifies vendors based on price, service, quality, etc.
- Performs other duties as assigned

### Required Knowledge, Skills & Abilities

- High School graduate / GED.
- Excellent customer service skills.
- Ability to work independently with minimum supervision.
- Ability to handle basic mathematical calculations.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community/vendor contacts.
- Knowledge of office procedures and basic bookkeeping procedures.
- Ability to problem solve, analyze issues, create plans of action and reach solutions.
- Maintain confidentiality of records and correspondence.
- Ability to communicate effectively with individuals and groups, both verbally and in writing.
- Ability to become knowledgeable regarding select policies, regulations and legal requirements as related to the Physical Plant.
- Attend meetings for the purpose of conveying and/or gathering information required to perform functions in the absence of the Director.

**Preferred Knowledge Skills & Abilities**

- One (1) year of related Administrative Assistant work experience.

**Information Technology Abilities**

- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system. (i.e. Word, Excel)
- Ability to operate standard office equipment such as computers, desktop calculators, copiers, and telephones.
- Ability to use E-mail and associated calendaring/scheduling applications.
- Keyboard proficiency.
- Ability to use other computer programs as needed

**Positions Supervised**

- None

**Working Environment:**

- Work is performed primarily in an office environment and may involve frequent interruptions and distractions.
- May require extended periods of time viewing computer monitor or standing.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- A neat appearance and appropriate business apparel are required.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:**

- Will involve indoor and outdoor mobility within the campus.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift up to 50 pounds required periodically.

**Creative and Analytical Skills**

- Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
- Ability to devise or modify methods or processes to solve specific problems.

**Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.
- Effective telephone communication skills, including the ability to provide information verbally and with a friendly demeanor.

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