



Administrative Services Support Specialist II

DEFINITION

Under general supervision, assists in the activities related to the maintenance, operations, technology, and personnel needs of the District, and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Receives and processes work orders, requests, documents, and submits for approval.
- Initiates purchase requisitions to be approved.
- Types reports, memos, letters, applications, time sheets, statements, inventory vacuum parts, monthly preventive maintenance forms, completes filing, etc.
- Monitors and adjusts HVAC systems.
- Maintains monthly Maintenance and Operations attendance records.
- May assist in coordination of work schedules.
- Communicates over two-way radio.
- Screens and directs calls accordingly.
- Organizes and schedules technology training inservices.
- Coordinates with tech support individuals, consultants, trainers, and outside vendors.
- Assists in videoconference set up and facilitation.
- Provides clerical support for Human Resources.
- Performs related duties as assigned.

QUALIFICATIONS GUIDE

Training, Experience, and Knowledge:

- Knowledge of EUSD District operations, procedures, and chemical and supply needs of maintenance and operations.
- Familiarity with EUSD Technology Plan, WAN and LAN networks, Internet, and videoconference equipment setup.
- Knowledge of hardware and software applications, modern office procedures, including preparation of business correspondence, filing, and standard office equipment. Proficiency with Microsoft Office, including word processing, spreadsheets, database, and telecommunications.
- Equivalent to the completion of twelfth grade.

Ability to:

- Communicate effectively in both oral and written form.
- Develop and maintain effective working relationships with staff, administrators, vendors, contractors, and community members.
- Type 50 words per minute.
- Make mathematical calculations with speed and accuracy.
- Maintain good driving record and qualify for District Vehicle Insurance.
- Meet district standards for physical and mental health.

Personal qualities:

- Self-motivated, self-directed learner, collaborative team player, constructive thinker and problem solver.
- Possess professional appearance, grooming, and personality.
- Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic and technical abilities of the employee.

License:

- Possession of a valid California Motor Vehicle Operator's license.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Range 11.0