

	Huron School District #2-2	Code: GDA-18.1 Support Staff Positions – Administrative Assistant - Buildings & Grounds
	Policies and Regulations	

Support Staff Positions
Administrative Assistant Buildings & Grounds

QUALIFICATIONS

1. Similar work experience desirable.
2. Be in good health and be physically able to perform responsibilities.
3. Be knowledgeable of computers, office machines, a purchase order system for controlling expenses and personnel record keeping.
4. Must be able to lift 50#.

RESPONSIBILITIES

1. Processing purchase orders and requisitions using both paper and the cloud based accounting system.
2. Receiving, controlling and routing orders received.
3. Working with building custodians on bi-weekly needs.
4. Maintains a filing system and keeps office files current.
5. Maintains attendance register.
6. Maintaining confidentiality of information regarding the school.
7. Handling telephone and written correspondence.
8. Assists maintenance and grounds as needed.
9. Assigned to maintenance and grounds during the summer months.
10. Presents a neat appearance.
11. Establishes good rapport with pupils, administrators, staff, and public.
12. Is punctual and follows assigned schedule.
13. Adjusts to irregular hours and responds to emergency calls as needed.
14. Is knowledgeable about school district rules, regulations and policies.
15. Assumes other duties as may be assigned.

* Is supervised by the Director of Buildings and Grounds.