



## David Douglas School District #40

### Classified - Job Description

#### OPERATIONS/UTILITY RESOURCE ASSISTANT

Schedule: 8 hours per day / 12 months per year  
Class: 16

#### POSITION PURPOSE

This position provides administrative support for the Operations Department to assist in improving maintenance and custodial services supporting student achievement throughout the District.

#### NATURE AND SCOPE OF RESPONSIBILITIES

- Serves as a resource to and liaison between the District's Operations team and other staff, public, and local agencies while maintaining confidentiality and providing excellent customer service
- Provides support such as but not limited to:
  - Answering and directing telephone calls
  - Coordinating and scheduling appointments
  - Coordinating calendars for multiple staff
  - Typing correspondence and preparing reports
  - Organizing and filing department records per records retention law requirements
- Coordinates scheduling of substitute and itinerant custodians and tracks and reports staff leave usage for supervisors
- Acts as liaison between schools, departments, district office and operations in emergency situations
- Arranges, organizes, schedules and assists with training new staff on procedures and systems
- Interprets and explains practices, rules, policies, procedures and regulations affecting the department to customers
- Assists in developing and maintaining department procedures
- Assists supervisors in monitoring department budgets
- Assists operations staff with purchasing, processes purchase requisitions, assigns appropriate budget codes, enters requisitions into enterprise resource system for processing and approvals, assists operations supervisors by coordinating quotes with vendors as per purchasing policy, and assists with coordinating payment documentation to ensure appropriately and timely payment by accounts payable.
- Coordinates District energy efficiency program by monitoring utility usage and working with maintenance staff to identify, investigate, and resolve usage issues.
- Coordinates energy projects, assists energy auditors, prepares and compiles reimbursement and data documentation for state agencies
- Tracks and maintains work orders and vandalism reports and coordinates with risk management/business for restitution and review
- Conducts studies, research and/or evaluations pertaining to administrative problems and projects
- Compiles, analyzes, and evaluates data and prepares estimates, statements and reports based on such data including but not limited to accident reports, work order completion, work order safety committee reports, and energy usage analysis which may require in-district travel
- Manages computerized databases for District maintenance and for material safety data information
- Perform other duties, as assigned

#### QUALIFICATIONS

- High School diploma or equivalent required, Associates degree in computer technology, business, or related area preferred
- Ability to apply bookkeeping and accounting principles to the maintenance of fiscal records

## **OPERATIONS/UTILITY RESOURCE ASSISTANT CON'T**

### **QUALIFICATIONS CONTINUED:**

- Strong written communication and language skills including composition, punctuation, spelling, correct usage, and proofreading
- Excellent computer skills including using enterprise resource planning software and Microsoft Office software (Excel, Word, and Access) required. Skill in building, managing, and using computerized databases and ability to learn software systems for Computerized Maintenance Management preferred.
- Ability to set up and maintain an efficient filing system
- Ability to use basic office equipment such as but not limited to telephones, calculators, fax machines, copiers
- Knowledge of office practices and procedures and the organization and function of the district's department and schools
- Valid driver's license and evidence of insurability required and must be maintained
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining high degree of accuracy and attention to detail
- Ability to follow oral and written directions and to work with limited supervision
- Ability to work harmoniously and collaboratively with others and to communicate appropriately and effectively, both verbally and in writing with District staff, public officials, vendors and the general public
- Self-starter with proven analytical and problem-solving skills and ability to work calmly under pressure or emergency situations
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Excellent attendance, work ethic and pride in job performance essential

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building.

Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Must be able to drive to do research and attend meetings outside office.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.