



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Administrative Assistant Maintenance	Location:	Maintenance
Reports To:	Maintenance Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent. Additional training in secretarial courses is recommended. A minimum of two years prior work experience as a secretary.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

The person who occupies this position shall possess excellent qualifications for secretarial work. This individual must be discrete, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk. Work must be accurate, handling routine efficiently and effectively.

Qualifications

- Ability to relate well with children, staff, and public
- Ability to communicate effectively, orally and in writing
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Filing
- Operation of routine office equipment
- Computer literacy/software, Excel, Word, Powerpoint, Internet access, work order program, etc.
- Possess basic skills in accounting and reporting procedures
- Demonstrated typing skills
- Ability to work effectively without direct supervision
- Basic transcription skills are highly desirable, but not necessary
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.
- Knowledge of OSHA and AHERA regulations as well as various safety standards such as Material Safety Data Sheets
- Knowledge of Arizona State Procurement laws and procedures
- Familiarity with site plan configurations and staffing at all district sites in order to respond effectively to work orders and emergency needs
- Outstanding organizational skills to coordinate work order projects for all crafts and grounds positions in the Maintenance Department as well as services outsourced to emergency procurement vendors and repair specialists
- Flexibility in ability to prioritize ever changing schedules and work loads
- Ability to develop a good working relationship interfacing with a workforce consisting mainly of workmen as well as the wide range of people in the service industry and trades

Responsibilities and Requirements

- Conduct the office routine of that division under the direction of the responsible administrator
- Maintain accurate records and files of all required data for this position
- Schedule appointments with efficient organization of priorities and time
- Maintain an effective and efficient calendar or activity log for the administrator in charge
- Answer phones and relay messages providing tactful, courteous, and informed contacts for staff, parents, and community
- Organize travel requests, vehicle requests, expense reports, travel arrangements, purchase orders, and have the knowledge of the preparation of all required District forms
- Sort and relay incoming mail with attention to importance of priority
- Prepare monthly Board Meeting agenda material for the supervisor on deadline with monthly reminders in advance to staff involved in submitting these reports



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

- Ability to perform routine maintenance and minor repairs on office equipment
- Be available to professional staff and committees for the transcription and preparation of material for circulation in this division
- Cooperate with office personnel in establishing the smooth operation of the District Office
- Be constantly aware of the importance of public relations in all aspects of the performance of these duties
- Correlate research and prepare reports as required by the administrator of this position
- Responsible for performing those duties which protect the health and safety of students and employees
- Perform other duties when assigned by the supervisor
- Ensure that all FSP and Grounds Monthly School Safety Audit checklists are submitted and kept up to date
- Log in, set up and track necessary repairs to district-owned ARAMARK Food Service restaurant equipment
- Prepare bids and requests for quotes on various work projects and services
- Prepare purchase order requisitions for all maintenance department expenditures
- Track expenditures on Excel spreadsheets for purchase orders to make certain that the department stays within the fiscal year dollar limits
- Publish and display monthly "Tool Box Topics" safety tips for department staff.
- Interface with accounts payable to track invoices and purchase order limits
- Daily communication with Maintenance Department staff members who do not readily have access to district updates and information as they most often are working at various district sites and may not have computer access

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.