

GENERAL SERVICES OFFICE ASSISTANT III

(Range 110)

DEFINITION

Perform a variety of highly responsible office support work for the General Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from assigned Supervisor and/or Department Director.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Utilize Computerized Maintenance Management System (CMMS), databases, plans, submittals and other information to perform a variety of department specific tasks (e.g. coordinate submission of work orders, obtain and relay specific engineering, maintenance and repair information to department supervisors and vendors, assist with generating and reviewing reports, assist District staff with questions as needed).
2. Assist with maintaining building information archives (e.g. plans, submittals).
3. Enhance and maintain comprehensive filing systems for Department.
4. Assist with the procurement of goods and services (e.g. review quotes and proposals, create requisitions).
5. Assist with on-site inventory management (e.g. distribute items, regular count).
6. Create database files through the proficient use of Microsoft Excel.
7. Generate correspondence, memos, agendas, minutes, reports, manuals, forms and other materials appropriate to assigned department.
8. Maintain a high degree of confidentiality.
9. Assist with monitoring workload and work activities to maximize office productivity, establish priorities and create deadlines.
10. Interact extensively, in person, and over the telephone with district-wide staff and management, outside agencies, vendors, and the general public.
11. Utilize personal computer, the Internet, and e-mail.
12. Operate office equipment including, but not limited to: scanner, adding machine, copy machine, typewriter, telephone and facsimile machine.
13. Acts as a liaison between General Services, other District Departments, outside agencies, gathering and relaying information as needed.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Operate Library District vehicles.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Computerized Maintenance Management Systems or similar software programs.
2. Facilities' maintenance and repair terminology and functions.
3. Complex record keeping and comprehensive file systems.
4. Basic procurement tasks.
5. Basic inventory control methods and procedures.
6. Microsoft Excel.
7. Basic arithmetic and accounting principles.
8. Correct English usage, spelling, and punctuation.
9. Modern office methods and procedures.
10. Business letter writing and report preparation.
11. Library District terminology and functions.
12. Library District and Department policies and procedures.
13. Pertinent State statutes governing assigned department.

Ability to:

1. Understand and discuss Facilities Department maintenance and repair tasks.
2. Learn and understand engineering terminology and functions.
3. Track, manage and store documents.
4. Review, edit and submit various purchasing documents.
5. Use Microsoft Excel to create databases and reports.
6. Communicate clearly and concisely, both orally and in writing.
7. Serve customers with patience, tact, and courtesy.
8. Evaluate, prioritize and respond appropriately to various building maintenance and repair issues.
9. Be decisive in routine and non-routine problem solving.

10. Generate accurate reports.
11. Apply Library District and assigned department policies and procedures.
12. Type at a speed necessary to perform the essential functions.
13. Accept and manage change.
14. Remain flexible.
15. Work both independently and as part of a team.
16. Perform multiple tasks concurrently.
17. Maintain effective working relationships with those contacted during the course of work.
18. Understand and follow oral and written instructions.
19. Maintain the mental capacity for effective interaction and communication with others.
20. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
21. Maintain the physical condition appropriate to the performance of assigned duties.
22. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of general office equipment.

Training and Experience:

High school diploma or GED equivalency required. Three (3) years of administrative support experience required and two (2) years administrative support experience working in a Facilities Maintenance and/or Engineering Department preferred. Proficiency with word processing, spreadsheets, and working with Windows required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (12-20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON-EXEMPT
CBA: NON-SUPERVISOR
DEVELOPED: SEPTEMBER 1, 2015
REVISED: March 29, 2018