

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT TO THE POD PROJECT MANAGERS

PAY GRADE: C-7

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Provide advanced level administrative support requiring skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. Incumbents are generally directed to perform primary functions of the Sr. Staff Assistant level, but are periodically assigned to more complex work involving independent planning, coordinating, and completing special assignments at the discretion of supervisor.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Prefer secretarial or Office Management training beyond secondary school level.
2. Years of experience in field: Four years of experience providing administrative support, clerical and typing required.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of Business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of the overall functions and operations of the department or division to which assigned. Knowledge of computer usage.

Ability to operate a computer in entering, retrieving, and manipulating data. Ability to prepare documents and compose letters and memoranda. Ability to make decisions in accordance with college rules, regulations and policy. Ability to establish and maintain effective working relationships with employees, students and the public. Ability to relieve the schedule of the supervisor. Skill in the use of data entry or word processing equipment. Successful completion of a required skills test. Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions.

Work independently, take initiative and follow through on assignments. Ability to utilize ACAD software, large scale plotters, scanners, state facilities data base, college budgeting and accounting data base.

ESSENTIAL JOB FUNCTIONS:

1. Function as office assistant to the director and project managers, Participate directly in the work of the administrator such as interviewing visitors, securing details of specialized information, assisting in office research and providing information regarding the services and operation of the unit. Communicate policy to students and the public.
2. Keep supervisor's appointment calendar and schedule appointments. Receive and screen calls and refer callers to appropriate offices.
3. Take notes and minutes of conferences, meetings and functions as required.
4. Prepare forms and reports independently. Compose letters for supervisor's signature.
5. Set up and maintain specialized office files. Assemble information for supervisor's use.
6. Coordinates and supervises special projects that may be complex and specialized in nature as assigned.
7. Assists in preparation and compilation of special/complex reports; interprets, compiles, and verifies data in the preparation of those reports.
8. Enter data into computer containing specialized technical terminology or other information. Use computer, data entry equipment, or word processors to input data regarding courses, schedules, operations, employee data or other related information.
9. Retrieve data and assemble information for supervisor's use.
10. Conduct statistical comparison of information for a supervisor's use.
11. Maintain supply inventory and records. Assist with the office inventory of equipment.
12. Coordinate travel arrangements, prepare appropriate forms and arrange for reimbursements.
13. May be required to work a flexible schedule—late afternoons or evenings, or on weekends.
14. Maintain the college wide building schematic documents, facility inventory, and assist with the Capital Improvement Program, and Plant Survey.
15. Maintain college wide renovation, remodeling, and construction budgets and project documents.
16. Perform departmental procurement duties as required for building maintenance, grounds maintenance, custodial services, remodeling, renovation, and construction projects.
17. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala, Citrus Campuses, Levy Center, Hampton Center or Appleton Museum of Arts in an office designated at time of vacancy announcement

SUPERVISOR OF POSITION: Manager Plant Safety and Facility Operations