

**THE NATIONAL PRESBYTERIAN CHURCH
ADMINISTRATIVE ASSISTANT FOR THE FACILITIES & OPERATIONS
OFFICE**

POSITION DESCRIPTION

The Administrative Assistant (AA) for the Facilities & Operations Office, in addition to general office skills, has technical knowledge of software to support document organization, facilities management tasks and reporting requirements. This is a 15 hour per week, non-exempt position.

Primary Responsibilities: To provide administrative support to the Director and Staff in the Facilities and Operations Office; and to work closely with internal and external parties to organize various components needed to initiate, run and conclude a wide range of facilities and operations tasks.

Time: Normally on campus three days per week, Monday through Friday.

Relationships: This position reports directly to the Facilities Director and has a strong collaborative relationship with the Business Manager. Day-to-day supervision is also provided by the Senior Facilities Assistant. The Facilities AA works closely and frequently with the Senior Facilities Assistant and Operations Manager to accomplish his/her duties. In Financial matters, this position follows the guidance of the Finance Office.

ESSENTIAL FUNCTIONS

1. **General Office Tasks:** Includes telephone and e-mail interaction, providing secretarial and clerical support through word processing of documents and forms; filing, making copies, scanning, and assembling documents; maintaining paper and computer files; and processing check requests and expense reimbursements.
2. **Document Organization,** Assists the Facilities Director on:
 - a. **Financial Information, Budget Control & Billing:**
 - i. Maintains purchase orders and logs, and processes all payments requests for facilities and operations functions;
 - ii. Works closely with the Finance Office to obtain and manage financial information, including tracking against approved budgets.
 - b. **Projects:**
 - i. **Project Submittals:** Prepares transmittals with a cover letter, maintains logs for shop drawing and project submittals;
 - ii. **Project Organization:** Organizes and maintains all record files for projects, and organizes project close out documents; and
 - iii. **Maintenance Manuals:** Enters all project equipment and maintenance data into facilities management software.
 - c. **Equipment Records:** Maintains equipment records and maintenance schedules in facilities management software.
3. **Reporting Requirements:** Works closely with the Senior Facilities Assistant to meet all reporting requirements to support the Facilities Director, including submission of annual energy management data.

4. **Other duties and responsibilities, as assigned**, customarily associated with a position as an Administrative Assistant.

CORE COMPETENCIES

To fulfill these responsibilities, the Facilities AA must be well organized, be able to work independently and to prioritize work tasks appropriately, be able to communicate with a variety of individuals, and must be able to adjust to changing situations. The Facilities AA must ensure the strictest confidentiality of information, conversations, email, correspondence, files, and other forms of communication and materials.

MINIMUM QUALIFICATIONS

Four years of relevant education and/or experience preferred. Demonstrated experience and ability to:

1. Support the mission of the Church in a working environment of Christian religious activities, prayers, worship and fellowship;
2. Relate to people of all ages and to maintain a friendly, composed demeanor in all personal and telephone contacts;
3. Use strong communication skills in English, including listening, speaking and writing;
4. Manage multiple tasks simultaneously and effectively manage deadlines;
5. Complete customary secretarial, receptionist, and administrative assistant functions, with attention to detail;
6. Operate computers, office equipment (fax, scanner, copier, etc.), computer software, including Microsoft Word and Excel, and databases to manage facilities tasks;
7. Work independently, with minimal supervision;
8. Read, write and speak well in English;
9. Draft letters, notes, documents, reports, and correspondence using appropriate grammar and punctuation;
10. Pass appropriate background screening checks to the Church's satisfaction.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to:

1. Sit, talk, walk, and hear;
2. Climb stairs, reach with hands and arms, and stoop, kneel, or crouch;
3. Carry documents or items from one building to another on the church campus;
4. Frequently lift and/or move up to 10 pounds.