

## **Vail School District Job Description**

**Job Title:** Administrative Services Specialist  
**Department:** Facilities  
**Reports To:** Director of Facilities and Transportation  
**FLSA Status:** Non-Exempt  
**Level:** 12  
**Prepared:** 10/21/04  
**Updated:** 12/22/05

**SUMMARY:** Provide administrative services of a specialized and/or complex nature on behalf of the Director of Facilities and Transportation

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Analyzes and tracks student enrollment figures to identify schools that are at or near capacity.

Reviews census data, demographic data and input from site administrators and department heads.

Maintain a Developer/Builder database for tracking collection of educational fees.

Compiles data, coordinates, prepares and/or reviews a variety of management reports and assists with various sections of budget preparations.

Assists the Director with short and long-range land use and space planning for the District.

Coordinate rental of school facilities with schools and various community groups.

May attend hearings and meeting with the County and/or City of Tucson regarding rezoning or other issues that would impact enrollment and/or the District in the absence of the Director.

Coordinate and maintain project documentation such as blueprints, submittals and warranty information.

Update regularly Site Emergency Manuals for all schools.

Advise Director of pertinent developments, the need for action and may assist in developing or recommending procedures.

May assist with budget preparations.

Provides technical assistance to line and staff officials.

Takes minutes of meetings as requested.

Exhibits patience, tact and courtesy when dealing with others.

Performs related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

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#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

Associates Degree; or two years of college coursework; or equivalent Technical School training relevant to the position.

Three years experience in an administrative support position.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization as well as the public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply strong statistical and analytical skills for documents and data.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out complicated instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to meet deadlines with time constraints. Ability to work on several asks at one time.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit for extended periods of time; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Temperament to sustain extended work hours and problem situations.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.