

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Department Professional – District Facilities

DEPARTMENT: Finance and Operations
Administration Offices

REPORTS TO: District Facilities Concierge

POSITION SUMMARY: Under the direction of the District Facilities Concierge the job of Department Professional - District Facilities is done for the purpose/s of tracking, scheduling and coordinating the use of Issaquah School District facilities; providing information to District staff, city staff and community groups regarding the Districts Regulations and procedures; supporting intra-district and external mail service for district operations; and maintaining a variety of files and records (manual and digital).

ESSENTIAL FUNCTIONS:

- Maintains the mail center facility for the purpose of accurate dissemination of international, domestic, and intra-District mail and packages and to provide a safe and attractive environment.
- Maintains postage/ mailing records (both manual and digital) (e.g. expenditures, cross charges between departments, etc.) for the purpose of documenting activities, evaluating processes, budgeting planning, and using as a reference for future pricing/audit trail.
- Monitors postage meter balances and stamp inventory (as appropriate) for the purpose of ensuring sufficient funds and adequate supplies.
- Performs routine maintenance and upgrades on mailing equipment, as required for the purpose of ensuring the availability of operating equipment and complying with postal regulations.
- Processes incoming and outgoing international, domestic, and intra-district mail (e.g. pickup, delivery, sorting, etc.) for the purpose of ensuring proper postage is affixed, expenses are allocated to appropriate departments, and postal regulations are followed.
- Communicates regularly and routinely with District staff, city staff, community members, and other stakeholders for the purpose of scheduling District facilities, resolving scheduling conflicts, and/or maintaining harmonious working relationships
- Maintains Administration Building identification badge distribution including issuing and logging ID information into appropriate database.
- Receives and responds to phone calls and written communication of internal and external parties; uses knowledge of program procedures and discretion to determine appropriate responses and makes referrals as appropriate.
- Responds to inquires from various internal and external parties (e.g. District and city staff, community members, etc.) for the purpose of providing information, including rental fees and constraints, facilitating communication, and/or providing direction.
- Assists with the scheduling of community facility use rentals for the purpose of ensuring the appropriate billing and the availability of facilities, equipment, and/or staff as needed or required.
- Assists with the central facility use and event scheduling system for the purpose of meeting the needs of a year round facility use program.
- Maintains records and/or files (e.g. insurance certificates, billing records, calendars, etc.) for the purpose of ensuring an up-to-date reference
- Uses technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames and District Regulations and procedures.
- Utilizes various software and data base applications, including Skyward, Microsoft Word, Excel, and Power Point, to create reports and coordinate projects using technology.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering rules, guidelines, policies relating to mail processing and employment within a school setting; operating equipment used in a mail room; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: postal service regulations; Internet search engines.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; displaying mechanical aptitude; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 20% walking, and 45% standing. The job is performed under temperature extremes.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)