Job Title: Facility Leasing Administrative Support  Exemption Status/Test: Non-Exempt
Reports to: Coordinator, Maintenance Business Operations  Date Revised: April 14, 2016
Dept. /School: Facility Leasing - Maintenance

Primary Purpose:
To assist in the routine activities for Facility and Maintenance Leasing, and provide administrative support to the Maintenance Business Coordinator and Director of Maintenance.

Qualifications:

Education/Certification:
High School Diploma or GED

Experience:
Minimum three (3) years’ experience

Special Knowledge/Skills:
Strong computer skills required
Proficient in MS Office software preferred
Oracle software application knowledge preferred
Kronos experience preferred
Bilingual preferred
Must possess strong organizational skills
Must possess good written and verbal communication skills

Major Responsibilities and Duties:

1. Organize and manage routine work activities for the Maintenance and Facility leasing department.
2. Maintain appointments for the immediate supervisor, follow-up on appointments, meeting, conferences, workshops, etc.
3. Prepare, proof, process, and retain copies of office correspondence and other work documents according to established standards while maintaining an office filing system.
4. Assist in the preparation and maintenance of office budgets and amendments, track purchase orders, and track all communications in FS Direct.
5. Keep the immediate supervisor abreast of project progress.
6. Generate document/reports and maintains a proficiency in Oracle, MS Office and CMMS FS Direct software.
7. Schedule event and reservations for all Garland ISD facilities.
10. Execute and process leasing contract agreements.
11. FS Direct administrator providing training and support for new and current users.
12. Respond to general Facility and Leasing questions for all contacts, district staff, agencies and the community, providing answers and/or directing the contact to the appropriate department or person.
13. Answer all calls, make copies, and assist department staff in the completion of department projects.
15. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting and reaching
- **Motion:** Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** Exposure to normal indoor air quality issues; exposure to typical office noise
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.