



**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.
8. Process disbursement and reimbursements check for deposits and refunds.
9. Maintain accurate payroll records and Supplemental Pay Sources activity for bi-weekly, monthly and contracted services Transmittals. Process and pay invoices.
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.
14. Act as a liaison between school event coordinator for Academic, Public and Athletic leasing event and scheduling of facilities district wide.
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.