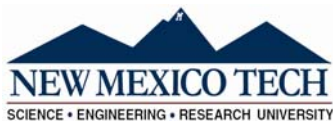


Posted: May 16, 2019



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: FACILITIES MANAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Maintain & update SchoolDude Work Request system. Process work requests, assign to appropriate crew, dispatch employees as necessary, check for budget/accounting accuracy, complete work requests in system, run work-in-progress reports to advise supervisors of work load. Provide excellent customer service and interface with faculty, staff and students and FM employees. Coordinate building warranty issues and interface with Associate Director, FM supervisors, and contractors. Track warranty issues for accounting purposes. Communicate with building faculty and staff as needed. Manage Auto Rental Fleet and Table and Chair Rentals. Responsible for scheduling, processing rental requests, coordinating with FM Mechanics to prep vehicles, and FM Warehouse for Table and Chair pickup and deliveries, receiving payments, invoicing, billing to accounting for internal processing. Responsible for Gas Credit Cards for Rental Fleet – ownership of (9) cards & processing of receipts and monthly reports. Safety Program: Set up safety training manuals for all Facilities Management employees in various departments. Track all safety supplement videos and training topics for safety training and make available to all supervisors. Actively search for additional safety supplements for employee presentations. Track individual employee training and supervisors training. Keep supervisors advised on department safety training and their employees. Maintain SDS (MSDS) materials. Maintain Safety Manual. Maintain lockout/tag out. Create forms as requested. Worker's Comp. point person for FM Department – Processing forms for reported accidents, interfacing with employees, medical services & HR Workers Comp rep. Campus Customer Service – Interface with Campus personnel to disseminate/ communicate FM information as needed. Campus Event(s) coordinator for FM Department, interface with other Campus departments on planning, communicating information, etc. 4th of July, President's Golf Tournament, Graduation, etc. Transfer Station Clean-up Coordinator – coordinate monthly to get station cleaned up and follow up. Vendor coordinator for Pest Control Service, Bee Keeper/bee rescue, Verizon Wireless FM department (38) cell phone lines and equipment, Direct TV service and billing, City & County solid waste removal, printing services for department business cards & supplies, Ricoh copier service, FM Employee badges - maintain database for FM employee current hires and create badges. Daily duties include main point of contact for FM department via phone or email or walk-in; read and comprehend letters, faxes, emails, etc. for accuracy; knowledge of individual work practices for assistance to co-workers; maintain working relationships with all departments and assist different departments when requested; excellent customer service and communication skills to keep campus informed of issues as they arise; filing and maintaining FM records and logs history, hard copy and electronically - store and scan files as needed. Create PowerPoint presentations and Excel worksheets for management reporting. General correspondence, such as preparing letters, emails, cover memos, faxes, mailings, etc. Schedule conference room for meetings and ordering social amenities as needed, take notes at various meetings and communicating information back to attendees. Responsible for department petty cash, reconciling & deposits. Coordinating Department orders of office supplies and specialty items (logo'd clothing items, calendars, etc.) Property forms – processing forms as equipment and furniture move within department offices or are disposed of. Coordinating FM Department social events (Christmas Party, Retirement Parties, etc.)

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Five (5) years relevant experience required. Excellent customer service skills required. Highly computer proficiency and task oriented required. Computer skills, Microsoft Office use of standard office equipment required. A Valid NM Driver's License required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 079, Socorro, NM 87801-4796