

GUILFORD COUNTY SCHOOLS

JOB TITLE: PROGRAM ADMINISTRATOR II - CUSTODIAL/WAREHOUSE SERVICES

BUILDING SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical and administrative work. Work involves coordinating and participating in a large variety of clerical, technical, and administrative duties associated with the Custodial and warehouse departments: to include, managing budgets on spreadsheet, payroll for all school custodians and warehouse staff, ordering supplies, organization of invoices, packing slips, work orders, recording of inventories of furniture/equipment/textbooks, manages textbook requests and submits reorders as appropriate. Assist with developing and presenting for staffing and budgeting purpose. Work also involves the administration of contracts in support of cleaning carpets, gym floor screening and recoat, etc., including requests for quotations, bid solicitation, and contract award, etc., preparing required routine reports for recommend purchases of equipment and supplies needed in support of the custodial effort; Employee must exercise considerable independent judgment and initiative to perform and complete necessary job functions. Employee must also exercise considerable tact and courtesy in frequent contact with school officials, employees, and the general public. Employee reports to the Director of Custodial/Warehouse/Health and Safety Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists and advises department heads on general fiscal and budgetary matters throughout year, as requested; prepares and distributes monthly financial reports to department heads as requested; prepares budget presentations.

Work also involves the administration of contracts in support of cleaning carpets, windows, blinds, gym floors, school stages, etc., including requests for quotations, bid solicitation, and contract award, etc., as well as preparing required routine reports.

Ensure the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentations. Review appropriate documentation for accuracy and timeliness.

Participates in staff meetings and other forums to assist in planning and coordinate the work of the department.

Takes a lead role in the planning and execution of department related events, meetings and outreach efforts.

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Participates in planning and coordinating of special projects to include, but not limited to, current and future projects.

Serves as liaison between the departments within Operation Services, as well as throughout the school system, various school officials, various government agencies and members of the public.

ADDITIONAL JOB FUNCTIONS

Ability to use a variety of common office machines, including a computer, calculator and fax machine.

Skill in preparing and maintaining payroll records

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years' experience in bookkeeping, basic accounting, inventory control, financial software programs, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out GCS 2/2006 2 specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including calculators, motor vehicles, hand tools, etc.

Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to push, pull, and carry or otherwise move objects.

Physical demand requirements are for Light Work.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates. **Language Ability:** Requires the ability to read correspondence, reports, forms, invoices, purchase orders, logs, diagrams, inspection notices, etc.

Requires the ability to prepare correspondence, reports, forms, work orders, specifications, purchase orders, etc., according to prescribed formats.

Requires the ability to speak to people with poise, voice control and confidence. **Intelligence:**

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Must be able to communicate effectively and efficiently in a variety of technical languages including mechanical and electrical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; to utilize decimals and percentages; and apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools. **GCS 2/2006 3 Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools.

Must have minimal levels of eye/hand/foot coordination. **Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain logs and records. Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

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Ability to communicate effectively both orally and in writing.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.