

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	New Construction Assistant	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Assistant Director of Facility Services	<b>Pay Range:</b>	770
<b>Dept./School:</b>	Facility Services	<b>Date Revised:</b>	3/30/2021

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**Primary Purpose:**

Facilitate the efficient operation of the Facility Planning and Construction office and provide departmental administrative services.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

**Special Knowledge/Skills:**

Exemplary organizational skills

Ability to use software such as word processing, spreadsheets, and database

Exemplary computer skills in typing, word processing, spreadsheets and file maintenance

Exemplary interpersonal and communication skills, both written and oral

Ability to work on several tasks at the same time

Ability to meet schedules and deadlines

Basic math skills and an understanding of bookkeeping and basic accounting

**Experience:**

Four years of secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

Organize and manage the routine work activities in the Facility Planning and Construction department

Prepare correspondence, forms, reports, etc., for the department head and other department staff members

Assist in compiling information for preparing various reports for the department

Receive incoming calls, take reliable messages, and route all to appropriate staff

Receive, sort, and distribute mail and other documents to department staff members

**Job Title:** New Construction Assistant

Maintain office equipment and supplies for the department

Maintain departmental files, including financial and contractual files

Oversee payroll for department

Receive, circulate and process all invoices and applications for payment for facilities, bond funds, including consultant services, construction, system/compliance and department expenses.

Maintain conference room calendar

Maintain strict confidentiality of all departmental information

Perform routine bookkeeping tasks, including simple math operations for the department

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Assistant Director

**Equipment Used:**

Uses computer, printer, copier, scanner, phone and calculator

**Working Conditions:**

**Mental Demands:**

Reading; ability to perform basic math; ability to communicate effectively (verbal and written); ability to operate computer; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 03/30/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_