

JOB DESCRIPTION

Position	Facilities Associate
Department	Facilities
Reports To	Superintendent of Project Management
Location	Education Centre, RM of Sherwood
Salary Range	Business Associate grid, Conditions of Employment

JOB PURPOSE
The Facilities Associate provides administrative, organizational, financial, analytical and logistical support to the Facilities department to ensure effective, efficient and responsive service delivery to students and staff across the school division.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Act as a central point of communications contact for the department, directing inquiries to appropriate staff and ensuring accurate and timely follow up to staff, parents, vendors and third parties. • Manage technology applications such as Ameresco Asset Planner, WebsAX and department-specific updates to InSite. • Develop and maintain accurate, current and accessible electronic and paper information systems and track and compile data required for project schedules, internal department reports and public reports. • Support sound financial management, including processing purchase orders, coding accurately, monitoring progress on major projects and monitoring spending against budgets. • Anticipate key events, activities and deadlines and prepare/organize reference materials, correspondence, files and meeting material. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor. <p>Security-related Responsibilities</p> <ul style="list-style-type: none"> • System administrator responsible for the upkeep, security and reliable operation of the Ameresco Asset Planner and WebsAX applications including passwords and user rights, collaborate with CI&T to research and recommend upgrades, routine and change management testing, collaborate with CI&T to troubleshoot and offer application support to users. Specific security responsibilities include issuing, resetting and disabling computer accounts and privileges as required, reviewing user accounts to ensure appropriate levels of access and overseeing the application to ensure data confidentiality, integrity and availability. • Issue, reset and disable staff keys, key fobs and access privileges for the Education Centre. • Issue, reset and disable department-specific alarm codes for the Education Center.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough working knowledge of office management practices, procedures and processes
- Excellent working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Project; knowledge of department-specific applications such as Ameresco Asset Planner and WebsAX
- Ability to independently initiate and organize methods to achieve administrative efficiencies
- Ability to establish effective working relationships and communication at all levels in the organization
- Ability to work in a fast paced environment and effectively manage high volumes of work

COMPETENCIES

- Accountability – Take ownership and responsibility for the quality and timeliness of work commitments. Follow organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- Communication - Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive impression with confidence and respect.
- Organizational Awareness - Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations. Uses knowledge of the organizational and business climate to solve issues and accomplish goals and business strategies, complies with and enforces organizational policies, procedures and practices.
- Leadership - Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement and direction. Engages others in order to accomplish organizational goals and strategies.
- Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- Personal Development and Continual Learning – Displays ongoing commitment to learning and self-improvement by learning from mistakes, seeking feedback, and taking opportunities to acquire new knowledge, skills and abilities.
- Service Orientation – Gives superior service to both internal and external clients by displaying professional and respectful behavior in all interactions. Demonstrates commitment to clients by providing timely and proactive service.
- Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.

PREFERRED QUALIFICATIONS

- Degree or Diploma in Business Administration or related area
- Minimum five years senior administrative experience in a facilities related role
- CAPM (Certified Associate in Project Management) would be an asset

WORKING CONDITIONS
<ul style="list-style-type: none"> • 40 hours per week, 12 months per year • Conditions of Employment (non-union) • Limited travel within the school division may be required • Open office environment
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

Approved by:

Supervisor Name: Lyle Stecyk

Supervisor Title: Superintendent of Project Management

Signature: *Lyle Stecyk*

Date: May 19, 2017

Deputy Director Reviewed *MLV*

Last Updated: May 2017

