



JOB DESCRIPTION

Facilities Administrative Assistant

Employment Category: Casual Part-Time, non-exempt

March 2011

General Qualifications

A mature follower of Jesus, still growing and developing in their faith. Fully in accord with Mount Hermon's mission, vision, values and statement of beliefs. Of strong moral character and integrity.

Special Qualifications

Job requires no credentials, but significant prior experience at Mount Hermon is a benefit. Prefer prior experience in clerical and administrative functions. Must possess organizational skills and be able to work with minimal supervision. Ability to handle a busy and demanding work schedule in an efficient manner is required. Must be proficient with Microsoft Office applications.

Broad Responsibilities

Perform record keeping and clerical tasks for Facilities Office. Make occasional trips offsite to government agencies and vendors.

Specific Responsibilities

- Mount Hermon Property Management
 1. Produce and update staff rental agreements, and associated tracking documents.
 2. Produce and update "Right of First Refusal" documents.
 3. Research property records at County Government Building in Santa Cruz.
 4. File and organize MHA Property files.

- Vehicle Maintenance
 1. DMV record keeping, filing and occasional trips to DMV in Capitola.
 2. Purchase parts or supplies at auto repair facilities or parts stores.
 3. Update the Gasoline User List.
 4. Update Pool Vehicle Schedule monthly.

- Key Management Implementation

Update and maintain database of employee assigned keys.

- Filing, Recordkeeping
 1. Keep Facilities Department files orderly and neat.
 2. Track and code invoices as requested.
 3. Keeping current vendor lists.

- Special Projects
 - Coordinate special projects as directed by Facilities Manager.

Relationships

Reports to Facilities Manager. Will interact with vendors, government agencies, and Mount Hermon employees living in staff housing.

Supervision

The Facilities Administrative Assistant requires only modest supervision; exercises substantial independent judgment and initiative. This individual does not supervise employees or volunteers.