DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Admin Assistant II/Purchasing Coordinator  
**DEPARTMENT:** Facilities Services

**DATE:** December 1, 2013  
**SCHEDULE:** Regular, Full-time, 12 month, Mon – Fri, 7a.m. – 4 p.m.

**REPORTING SUPERVISOR:** Director, Facilities Services  
**FLSA:** Non-Exempt  
**IPEDS:** 43

**JOB FUNCTION:**
Manages the administrative functions of the Facilities Services office and serves as the point of contact for the university and the community. Monitors departmental budgets and campus utility usage to compare with projections. Handles purchasing needs for Facilities Services as well as other departments, negotiating contracts and purchases with vendors/suppliers. Provides administrative support to the Director and all Assistant Directors. Supervises office staff to support all administrative functions of Facilities Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Duties</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 20%</td>
<td>Ongoing</td>
<td>Directly supervise and train staff and student employees performing Facilities Services office duties to support all necessary administrative functions, to include preparing work orders, timesheets, invoices and reporting.</td>
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<tr>
<td>2. 20%</td>
<td>Daily</td>
<td>Communicate with Drury community any relevant issues, including the status of open work orders.</td>
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<tr>
<td>3. 10%</td>
<td>As needed</td>
<td>Track/report on special projects or other information on behalf of management.</td>
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<tr>
<td>4. 10%</td>
<td>Weekly</td>
<td>Oversee the reporting of time worked for Facilities employees to Human Resources. Track the leave time available/used for Facilities employees, and monitor employees for compliance with Drury’s paid leave policies.</td>
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<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Continually assess the performance of the office and seek out improvements to the efficiency of our operation.</td>
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<tr>
<td><strong>Purchasing Duties</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. 10%</td>
<td>Daily</td>
<td>Purchase necessary supplies/services for Facilities. Negotiate contracts and purchase prices with vendors, and prepare purchase requisitions and purchase orders. Purchase materials for other departments upon request.</td>
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<tr>
<td>7. 10%</td>
<td>Monthly</td>
<td>Monitor Drury’s utility usage closely on a monthly basis; investigate any anomalies; maintain historical records; and utilize this information for cost projections, to identify problems in equipment performance or management, and to justify replacements and upgrades of energy consuming equipment.</td>
</tr>
<tr>
<td>8. 10%</td>
<td>Ongoing</td>
<td>Manage the operations of Central Supplies (the office supply purchasing system for Drury departments). Negotiate contracts, purchase products, fill orders and distribute to other departments, prepare interdepartmental billing, and track/report on related data.</td>
</tr>
</tbody>
</table>
MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Associate’s degree in related area and two years related office experience and/or training; or the equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Experience with a personal computer and its related software such as Microsoft Word, Excel, Outlook, Internet Explorer, Smart, Harvard Graphics, and Q.A.
4. Excellent communication skills, both verbally and in writing to process correspondence, and provide information and assistance.
5. Ability to use a telephone and two-way radio to answer, record, and route messages.
6. Ability to deal with people in person and on the phone in a calm and professional nature.
7. Ability to accurately and appropriately make decisions to be able to distinguish emergencies from routine situations.
8. Ability to perform calmly in emergency situations; does not panic and gets proper information for handling people and phone calls.
9. Spelling, grammar, punctuation, and proofreading skills, normally used in daily correspondence and communications, such as those normally obtained in high school, are necessary to communicate correct information.
10. Ability to add, subtract, multiply, and divide in all units of measure, and use a ten-key calculator to calculate payables and maintenance work order reports.
11. Ability to use a personal computer and other standard office equipment such as a copy machine, fax, etc… to prepare various invoices, work orders, Central Supply inventory and billing, envelopes, letters, and other office communication.
12. Ability to use numerical skills for calculating reports and inventory.
13. Ability to be discreet for maintaining confidentiality of files and conversations.
14. Ability to solve problems, and think critically and independently for organizing and completing workload.
15. Ability to be flexible and receptive for receiving instructions from more than one person such as the director and assistant directors.
16. Ability to perform multiple tasks to handle heavy workload.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Office Assistants and may supervise several student staff. Carries out supervisory responsibilities in accordance with the college’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. Some dust and grease in the environment.