



Position Title: **Administrative Assistant to the Director of Facilities**

Last Updated: May 2026

Reports To: Director of Facilities

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Calendar Year: 40 hours per week
Actual hours will be assigned per the needs of the department; occasional overtime, special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description:

The Assistant is an integral part of the Facilities team and is responsible for support and administrative oversight of the day-to-day operations of the Facilities Department.

Essential Functions:

- Serve a central point of contact for the Facilities Department
- Assist the Director of Facilities with coordination and scheduling of routine, preventative maintenance and summer projects
- Provide support and assistance to supervisors of Maintenance, Housekeeping, Grounds, the Director of Campus Safety, as well as the Manager of Safety, Compliance, Fleet Management & Graphic Design
- Provide oversight and support for all facilities staff
- Assist in controlling work orders in conjunction with the Director of Facilities, overseeing quality control and timely and cost-effective execution of all work orders for all areas of the department
- Work closely with administrators and faculty to accommodate and facilitate their programmatic needs
- Provide operational support to Williston Faculty, staff, students and their parents for ongoing activities and special events
- Serve as point of contact for all scheduling of campus facilities; coordinate meetings, events, and special projects on campus
- Provide details to Facilities staff relative to the proper set up for all special functions and events scheduled
- Coordinate custodial and maintenance work with the school's master calendar
- Serve as a liaison between the Facilities Department and outside vendors and contractors
- Manage the maintenance of a variety of reports and files related to assigned operations and activities within the Facilities Department
- Research pricing, vendors, and assist the Director of Facilities as needed with regards to project management
- Oversee the Facilities Department Budget in conjunction with the Director of Facilities
- Submit Director of Facilities approved invoices to the Business office for payment
- Coordinate with the Human Resource Office all interviews and on-boarding activities for all new hires within the Facilities Department
- Serve as processor for all outbound/inbound mail handling
- Perform routine office duties to include general correspondence, filing, and record keeping

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned by Facilities Director

Qualifications:

- Three to five years' experience in a similar capacity preferably within academic setting
- High School diploma required, associate's degree preferred
- Must be able to work intuitively and independently as well as part of the Facilities Team
- Strong record-keeping techniques
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Ability to analyze situations accurately and adopt an effective course of action
- Demonstrated interpersonal and communication skills to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must have capability of operating a computer effectively and efficiently, with demonstrated knowledge of Microsoft office products, including Excel, and Word; database knowledge a plus
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Possess a valid driver's license
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Will occasionally move small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Will regularly operate a computer or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.