



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 9/12/2023

Operations Assistant

Pay Scale: B

Level: 5

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This position is responsible for oversight of the Administration Building mailroom and copy center. This employee oversees all mail and copy functions and staff, including correspondence with schools and other central office organizations related to mail and copy center services. This position will also assist in providing backup to the Administration Building Coordinator when needed, including meeting space administration in the facility use system, and the setup and breakdown of meeting rooms to include AV Support, as needed, for multiple meetings per day.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Oversees equipment, services, supply ordering, and staff for the Administration Building copy center and mailroom, which provides access to large and specialty mail request / copy orders for all schools and central office components
- Assists the Administration Building Coordinator in overseeing vendor outsourcing contracts for services which cannot be completed in-house based on bandwidth or equipment available
- Tracks the status of and facilitates purchase of and repairs to equipment in the copy center and mailroom
- Communicates and answer questions from schools and other LCPS organizations
- Facilitates inventory of all supplies in both the copy center and the mailroom, maintaining the budget for each
- Coordinates the development of invoices for schools for mailroom and copy center for specialty or elective copy jobs, and track collection of payments
- Continually assesses staffing levels and contract available to complete planned work; defines work shifts for mailroom/copy center as needed
- Oversees staff setting up and breaking down rooms for meetings and AV on the first floor of the Administration Building
- Facilitates AV use in board rooms and all School Board/committee meetings
- Maintains accurate reports and reporting of failing equipment in the area of all conference rooms using DDI email system
- Maintains accurate records of copy center and mailroom requests and volume to inform workflow, staffing, and future budgets

Loudoun County Public Schools

- Provides daily oversight for all copy center and mailroom employees, performing and documenting annual evaluations and other relevant personnel matters
- Remains current with technology needs to facilitate copy center and mailroom operations; coordinates with vendors and other LCPS organizations to ensure appropriate implementation
- Updates the Administration Building Coordinator on all relevant work items and requirements on a daily basis

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Associate's Degree

Experience

Experience in managing operations or any equivalent combination of education, experience, and/or training to demonstrate the standards, concepts and guidelines to perform the responsibilities of the position

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of copy center and mailroom operations
- Good human relations and communication skills
- Excellent organizational skills with attention to detail
- Ability to initiate own daily assignments follow through on matters and use independent judgment
- Ability to assess staffing levels and think long term and strategically about future requirements affecting operations

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May occasionally be exposed to extreme temperatures or other inclement weather, and loud noises.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.