

## **FACILITIES SUPPORT ASSISTANT –COMMUNITY COLLEGE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of diverse duties in connection with coordinating various supportive services at the Community College. Incumbent will have overall responsibility for operating a multiple line telephone system, the efficient operation of mail and stock rooms, shipping and receiving and office supplies inventory. The position will also include related clerical tasks in connection with the overall support of the facilities' day to day operation. Work is performed under direct supervision of the Technical Assistant-Purchasing, with leeway for using independent judgment in carrying out objectives.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Operates a multiple line telephone console and two-way radio system;

Trains other clerical personnel in the operation of the telephone console;

Maintains records such as the e-mail address lists and phone extension assignments on the web site directory;

Receives, handles, sorts and distributes incoming mail and facsimiles;

Receives, checks-in and distributes all incoming freight shipments for the College;

Prepares all outgoing mail and packages for pick up by USPS, UPS, FedEx, common carrier and other freight haulers;

Maintains and operates the postage machine;

Receives, maintains and distributes office supplies to departments;

Tracks and reports charges for office supplies, mail and other costs to individual departments.

## FACILITIES SUPPORT ASSISTANT-COMMUNITY COLLEGE

Page 2

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of telephone system, supplies and equipment inventory control; ability to plan and direct the work of others; ability to evaluate invoices; ability to keep records and prepare reports; thoroughness; and dependability.

### MINIMUM QUALIFICATIONS: Either:

(A) Possession of an Associate's Degree in Business Administration or a related field, and two years of experience in a position that involved facilities overall support services (including activities such as shipping and receiving, supplies inventory, or operation of telephone console); or

(B) Four years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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