



STATE OF COLORADO
invites applications for the position of:

Facilities Services Administrative Assistant

This position is open only to Colorado state residents.

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

LOCATION: Mesa County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mesa University, 1100 North Avenue, Grand Junction, CO 81501

SALARY: \$15.71 - \$22.35 Hourly
\$2,723.00 - \$3,874.00 Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 01/26/17

CLOSING DATE: 02/02/17 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

Facilities Services - Who We Are, Our Mission, and Our Values

We are a team of managers, custodians, landscapers, carpenters, plumbers, electricians, locksmiths, HVAC technicians, painters and event support staff members serving and maintaining the campus environment and building strong relationships with faculty and students in order to support student success.

The **mission** of Facilities Services is to support Colorado Mesa University in its mission of teaching, learning and community service by providing a clean, comfortable, functional, aesthetically pleasing environment and by equipping student-employees with professional and personal skills that will serve them in their life after graduation.

We **value** a standard of **excellence** in our work as we operate on a foundation of **honesty** and treat our customers and fellow staff with **dignity** and **respect**. We value mistakes

as **opportunities to learn**, and we hold ourselves **accountable** to those we serve. We value **teamwork** and **flexibility** as vital components to our success.

JOB DESCRIPTION:

This position provides administrative support to the Facilities Department and exceptional customer service as the primary point of contact for the Campus Services Administration building that houses the Facilities and Purchasing departments.

Determine the appropriate work group to dispatch in response to maintenance issues. Create work orders in School Dude and monitor process to ensure timely response.

Analyze all of the facilities department's purchase requisitions to determine the best method of placing orders and/or procuring goods and services. Review all of the facilities department's requisitions for purchase orders to verify account codes and authorizing signatures, and check for fund availability. Enter requisitions efficiently and accurately in Banner and ensure that purchase orders are issued within one day of receipt of requisition.

Work with Accounts Payable to ensure that proper payment and encumbrance liquidation occurs; monitor facilities' open purchase orders to ensure that goods and services are received in a timely manner; reconcile purchase orders to invoicing, and resolve all problematic purchase orders for the department.

Process department's fiscal year end functions to ensure all encumbrances are properly liquidated, accrued or moved into a new fiscal year. Process contracts for construction projects based on the appropriate delivery method selected prior to solicitation; verify the accuracy and completeness of contracts received and executed.

Prepare monthly work order and budget reports for facilities department's organizations cost centers; track statuses of funds; gather and verify information for various reports that influence decision-making by department managers.

Purchase office and maintenance supplies as needed using the facilities department's purchasing card ("procard") and record and allocate transactions. Schedule appointments and make travel arrangements as needed. Maintain current records of all relevant documentation for the facilities department including but not limited to state buildings project documentation, purchase orders, contracts, utility bills, property acquisition documents, budget reports and work order reports.

Other related duties as assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

MUST BE A COLORADO RESIDENT TO APPLY

Applicants must meet the following qualifications to continue in the selection process for this position. **Work experience must be specifically documented on your application.**

This position will close after our receipt of the first 50 qualified applications or on the closing date, whichever comes first.

Minimum Qualifications: Two years of general clerical experience which was performed in a business-type setting. Part time experience will be prorated.

Preferred Skills:

- excellent customer service
- excellent written communication skills
- ability to multi-task
- computer skills
- knowledge of Banner (CMU's database)
- reconciliation experience/math skills
- detail oriented

ATTENTION!

The application will be used to determine if the applicant meets the minimum qualification requirements. The first stage of the comparative analysis process for candidates who meet minimum qualifications is an application review. Therefore, it is paramount that you follow directions provided in this job announcement and address in detail your experience with the duties and requirements mentioned above in the experience portion of your application.

Conditions of Employment: In accordance with Colorado Mesa University policy, must successfully complete a criminal background check.

SUPPLEMENTAL INFORMATION:

For complete details, requirements and application instructions, visit www.coloradomesa.edu/hr/newempl.html or <http://www.colorado.gov/cojobs>. If you are completing a paper application, it can be picked up at the address below and must be received by 5:00 p.m. on the date given above (postmarks not accepted).

E-MAIL ADDRESS:

All correspondence regarding your status in the selection/examination process will be conducted via e-mail. Include a working email address on your application; one that is checked often as time sensitive correspondence WILL take place via email. Exam information or notification will take place via email; check your email frequently. Please include your current e-mail address on your application and set up your e-mail to accept messages from "state.co.us" and "info@governmentjobs.com" addresses. It is your responsibility to ensure that your email will accept these notices and/or review your junk mail and spam filtered email.

Resumes may be included, but applications stating "See Resume" for experience will not be accepted in lieu of the properly completed State of Colorado application forms.

IMPORTANT INFORMATION: Applications are part of the selection process and will be reviewed to determine if you meet the minimum qualifications for the position. Be sure the requirements listed above are specifically addressed on your application; failure to do so may result in the rejection of your application. **Also, as applications may serve as all or part of the comparative analysis process for this position, it is to your benefit to address your experience with the duties listed above in detail. Applications may be evaluated by a panel of subject matter experts who will rate your education, training and experience as**

demonstrated on your application. Attach additional pages if necessary to fully explain your experience and education.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications. If it is determined that your application material does not meet the announced minimum qualifications, you will be notified in writing and may contact Lee Schmalz 970 248-1655 or Shannon Mims 970 248-1093 within three days of receipt to attempt informal resolution of matter. If you still do not agree with our decision regarding your qualifications, you have the right to have that decision reviewed by the State Personnel Director. Your request for a Director's review must be received in the State Personnel Director's office within 10 days from your receipt of the letter informing you that you do not qualify and should include the following: 1) Job Title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversations; 5) Specific issue(s); 6) Reason it is believed the decision was arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Board
633 17th Street, Suite 1320
Denver, CO 80202-3604
Fax: 303-866-5038

To request a Director's review, you are required to complete and submit the Colorado State Personnel Consolidated Appeal/Dispute Form, available at: <http://www.colorado.gov/cs/Satellite/DPA-SPB/1232721347216>. Instructions for completing the form, as well as State Personnel Board Rules and Director's Administrative Procedures, are also available on the same Website. Public libraries offer internet access. If you are not able to access the forms on the internet or if you require assistance, please contact our Human Resources Office.

Appeal Rights: Under Colorado State Statute and State Personnel Procedures you have the right to request a review of or appeal to the State Personnel Director any step of the selection process, if you believe the action taken to be arbitrary, capricious or contrary to rule or law. If you believe the content of an examination was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), your appeal must be in writing and received no later than 10 calendar days from the date the examination was administered. Utilizing the Colorado State Personnel Consolidated Appeal/Dispute Form, which can be found at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>, send appeals to the appropriate address as indicated on the Consolidated Appeal/Dispute Form. The above 10-day deadline and appeal procedures apply, as well, to all charges of discrimination.

HOW TO APPLY: Thank you for your interest. Submit an on-line application here: <http://www.colorado.gov/jobs>, or submit a State of Colorado Application for Announced Vacancy according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by CMU's Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Mesa University, 1100 North Avenue, Human Resources, Lowell Heiny Hall Room 237, Grand Junction, CO 81501

DEPARTMENT CONTACT INFORMATION:

Shannon Mims, smims@coloradomesa.edu, 970 248-1093 or Lee Schmalz, lschmalz@coloradomesa.edu, 970 248-1655

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GZA-206-012017

FACILITIES SERVICES ADMINISTRATIVE ASSISTANT
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CMU AND THE STATE OF COLORADO ARE EQUAL OPPORTUNITY EMPLOYERS.
