



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Construction Bond Project Administrative Assistant
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Building Commissioner / Executive Director of Facilities Management

**Position Summary:**

This position will assist with the daily operational tasks of construction office projects under the direction and guidance of the Director of Construction/Bond Projects. This position will be responsible for clerical duties for the contract department managers, supervisors and contract administrators.

**Essential Functions:**

- Monitors work flow and processes to ensure that all contracts and related documents are processed correctly and in a timely manner
- Assist director or designee in preparing bids for projects to be completed by contractors or outside vendors
- Knowledge of general contract practices and procedures
- Maintains a variety of database files and records
- Ensures strict confidentiality on sensitive information
- Filing, typing, tracking, logging and organizing
- Provide support and secretarial assistance to the construction department
- Maintain files and filing systems, paper and electronic
- Operate a computer and calculator
- Proficient in Excel, Microsoft Word and Microsoft PowerPoint
- Photocopy, mail, fax and email documents, and files as needed
- Perform other office duties as assigned

**Experience:**

- Graduation from a general or technical high school or evidence of equivalent education proficiency
- Minimum 2 0 3 years of experience in preparation and processing of contracts, specifications, RFP's RFQ's or related documents
- Minimum of 5 years experience in public sector organization, preferably a school district
- Knowledge of construction principles

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*