
NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217
www.neisd.net

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**ADMINISTRATIVE ASSISTANT II
CONSTRUCTION MANAGEMENT**

(POSITION IS FUNDED THROUGH BOND MONIES AND WILL BE ELIMINATED ONCE
THE BOND PROGRAMS HAVE BEEN COMPLETED)

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED) required
- Associate's Degree or equivalent from two year college or technical school a plus
- Two to five years related experience or combination of education and experience
- Experience in Architectural/Engineering/Construction Office environment
- Valid Texas Drivers License with driving record that meets the requirements of the District

MAJOR PERFORMANCE RESPONSIBILITIES:

- Provides general clerical support to the Senior Director for Construction Planning and Design and staff
- Performs secretarial duties for the Senior Director, with daily responsibilities such as telephone communication, contact with visitors, correspondence, appointments, filing, faxing, schedule meetings and keep minutes of meetings
- Assists Senior Director in bond program presentations
- Uses the District's e-mail account for correspondence
- Maintains calendar for Senior Director's departmental meetings and gives timely reminders of deadlines and other important dates
- Works cooperatively with the office manager for the Executive Director for Construction Management and Engineering to facilitate the smooth operation of the department
- Enters budget, purchase orders and financial transfers and keeps accurate financial records using Dunn and Bradstreet Requisition/Purchasing System
- Creates and prints documents for correspondence and promotion of planning and design meetings
- Schedules and maintains calendar for all planning and design review meetings and reserves and sets up room
- Creates and maintains department filing system
- Other duties as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$14.71-\$17.94 PAY GRADE: C7 WORK DAYS: 230

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remain Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER