

## **TECHNICIAN-FACILITIES SUPPORT**

### **DEFINITION:**

**Under the supervision of the Director- Facilities, provides technical administrative and secretarial functions for the Facilities Planning Department; provides clerical support to the Construction Department as required.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- **Performs office activities related to meetings, informing and communicating with parents and other District personnel by telephone and personal contact in matters relating to Facilities and Construction operations and functions.**
- **Composes memos, letters and emails, types statistical and narrative reports, and maintains current data.**
- **Performs and coordinates administrative and clerical tasks in support of all facilities related functions**
- **Answers telephone and emails; provides information to the public and staff regarding boundaries, school site enrollment, site assignments and assigned functions.**
- **Assists with administration and collection of school facilities fees.**
- **Updates reports such as school directory, project updates/schedules, boundary maps and enrollment data as necessary**
- **Prepares routine reports to the Board of Education, correspondence to developers and government agencies, research and respond to inquiries from a broad audience regarding most aspects of the facilities planning office**
- **Operates a variety of office equipment including a copier, computer and assigned software.**
- **Prepares and maintains a variety of records related to projects, facilities inventories and assigned duties; establish and maintain filing systems; process forms and applications; prepare correspondence as necessary.**

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- **Technical administrative and secretarial functions.**
- **Planning, organization, administrative and technical aspects of facilities functions.**
- **Current technology, software applications, office methods and practices, including filing systems, letter and report writing**
- **Correct English usage, spelling, grammar and punctuation.**
- **District policies, rules and regulations.**
- **Methods used in compiling complex and statistical reports.**
- **Record-keeping and report preparation techniques.**
- **Oral and written communication skills.**
- **Interpersonal skills using tact, patience and courtesy.**
- **Health and safety regulations.**
- **Operation of a computer and assigned software.**
- **Research and projection techniques and procedures.**
- **Modern office practices, procedures and equipment.**
- **Arithmetic calculations.**

#### **Ability to:**

- **Provide technical administrative and secretarial functions for the Facilities Planning Department.**
- **Write clear and concise reports.**

- Interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations.
- Maintain and submit accurate and complete records and reports.
- Meet deadlines, organize and set-up schedules and meetings
- Perform technical clerical work independently.
- Understand, carry-out and give oral and written instructions.
- Establish and maintain cooperative working relationships with fellow employees and the general public.
- Perform a variety of clerical work involving use of independent judgment and accuracy and speed.
- Perform arithmetic calculations quickly and accurately.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years administrative support experience.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

**WORK ENVIRONMENT:**

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.

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