

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED FEBRUARY 2017
RANGE: 43.5
CLASSIFIED
CODE: 2**

FACILITIES USE AND PLANNING ASSISTANT II

DEFINITION

Under supervision of the Director I of Facilities and Property Management Services, the Facilities Use and Planning Assistant II will perform a wide range of duties related to Facilities including construction administration, processing contract documents and payments for construction and/or reconstruction of school facilities.

EXAMPLES OF DUTIES

Assist in maintaining and utilizing a data management storage and retrieval system pertaining to facility services, and to do other related work as required;

attend various meetings, and take and transcribe notes;

attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment, and confidentiality;

maintain effective and cooperative working relationships with co-workers, representatives of other public agencies and clients/public;

create and process contracts and purchase orders;

input and maintain budget information regarding open purchase orders;

provide clerical support for 1) Director I of Facilities and Property Management Services, 2) Building Supervisor and 3) Facilities Support Operations Specialist;

act as a liaison between office staff and custodial staff in the daily housekeeping needs of facilities for KCSOS downtown properties (City Centre, LER, Access Center);

stay informed about budget activity for several sites.

QUALIFICATIONS

Knowledge of:

School district facility financing, development and construction, including state funding programs, construction administration procedures including accounting and record keeping procedures, payment application and change order processing, state and local funding programs and reports;

facilities lease processes and documents;

maintain archives of all contracts, plans, drawings, bids, legal documents, public notices and specifications;

assist Project Management team with document control, bid openings, meetings and scheduling;

develop forms and processes required for tracking of construction projects;

prepare documents, folders and bid proposals for distribution to contractors or individuals;

distribute plans and specifications as required;

assist with preparation and distribution of change order documents;

enter requisitions for purchases of goods or services;

review and process invoices for services;

maintain a variety of complex records, logs and files;

electronically store and retrieve documents as required;

modern office practices and procedures;

standard business machines and automated data management, storage and retrieval systems and equipment;

English usage, spelling, grammar, and punctuation.

Ability to:

Perform a wide range of responsible and technical duties related to construction and/or reconstruction of school facilities, and other services related to school district facility development and construction;

assist in maintaining and using a data management storage and retrieval system pertaining to school district facility support and construction services;

maintain effective and cooperative working relationships with co-workers, representatives of other public agencies, and the public.

Experience:

A minimum of two (2) years of experience that would demonstrate exposure to and utilization of required knowledge and abilities in performing described duties and responsibilities.

Education:

High school graduation, supplemented by course work or training in office practices and procedures including course work and training in Microsoft Word, Word Perfect, Excel, and Adobe Acrobat Writer.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

4/20/17

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