

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 1995
RANGE: 49.5
CLASSIFIED
CODE: 2

FACILITY SERVICES SPECIALIST II

DEFINITION

Under general supervision of the Director of Facility Services, to perform responsible and technical services to and on behalf of school districts and other public educational agencies in the areas of facilities financing, development and construction and to do other related work as required.

EXAMPLES OF DUTIES

Perform a wide range of duties related to provision of services provided to local school districts and other public educational agencies by the Kern County Superintendent of Schools pursuant to the Joint Powers Agreement For School District Facilities Services, including those related to collecting statutory school facilities fees levied by school districts, collecting other payments for the construction and/or reconstruction of school facilities, responding to proposed new development and other services related to school district facilities;

assist in maintaining and utilizing a data management, storage, and retrieval system pertaining to school district facility services;

and to do other related work as required.

QUALIFICATIONS

Knowledge of:

School district facility financing, development and construction, including state funding programs, statutory facilities fees, community facilities districts, and other alternative financing methods;

local land use planning policies and procedures;

and laws and regulations related to each of these areas;

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 collecting statutory school facilities fees levied by school districts, collecting other payments for the construction and/or reconstruction of school facilities, responding to proposed new development, and other services related to school district facility financing, development and construction;

assist in maintaining and utilizing a data management, storage, and retrieval system pertaining to school district facility services;

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

Experience:

A minimum of three (3) years of experience which 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, public school administration, and school district facility financing, development and construction or closely related fields.

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

11/10/15

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