

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 49.0
CLASSIFIED
CODE: 1

SCHOOL DISTRICT FACILITY SERVICES SPECIALIST

DEFINITION

The School District Facility Services Specialist will assume responsibility for and manage the day-to-day activities of the KCSOS School District Facility Services Program. In addition, this position will work in an Administrative Assistant role to Assistant Superintendent of Support Services and will report to the Director/Attorney of the School District Facility Services JPA. Also, will perform a wide range of duties related to provision of services provided to local school districts and other public educational agencies pursuant to the Joint Powers Agreement for School District Facility Services, including those related to collecting statutory school facilities fees levied by school districts; respond to inquiries concerning proposed new development and other services related to school district facilities; assist in maintaining and using a data management, storage and retrieval system pertaining to school district facility services, and perform other work as required.

EXAMPLES OF DUTIES

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 remodeling of school facilities, and other services related to school district facility financing, development and construction;

consult with KCSOS student programs regarding annual E-rate requests and follow up with the office approved E-rate consultant;

act as liaison between JPA Districts and KCSOS regarding the collection of school fees and taxes with construction management firms, contractors, governmental agencies, school district staff, local building departments, other outside agencies and the general public for city and county approved residential, commercial, and industrial construction projects;

serve as a confidential secretary and management aide;

respond to inquiries which involves the interpretation of policies, regulations, and operational procedures;

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

independently prepare for supervisor's review correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive material;

act as a receptionist to the administrator receiving and answering telephone inquiries and receiving and assisting office visitors;

maintain a calendar of activities and events, and schedule appointments, conferences, and meetings for the administrator;

assist in the budget planning and expenditure control process including submitting and managing purchase orders;

demonstrate competence with Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook), desktop publishing skills, and departmental software programs such as QCC, Laserfiche, and Epylon;

work independently, under pressure, to organize and prioritize workloads to keep multiple projects progressing to completion simultaneously;

conduct statistical research related to facilities planning;

develop agendas, minutes, reports and records for SDFS Board of Directors; and other meetings as directed;

maintain geographic information system for planning purposes;

prepare reports, projections and analyses of demographic, statistical and building trends;

assist KCSOS school sites with their projected E-rate projects;

establish and work with a qualified licensed E-rate consultant to file the E470 on behalf of the KCSOS programs as needed.

QUALIFICATIONS

Knowledge of:

E-rate laws and regulations with regard to acceptable use of current E-rate grants;

bookkeeping, budgeting, accounting principles, office management and personnel procedures;

Federal, State and local facility and land use planning laws, rules and regulations;

research procedures;

education code, government codes, and public contract codes pertaining to school facilities, property, financing and developer fees;

principals, trends, methods and procedures pertaining to the field of school district facility financing and collection;

planning principles and practices;

operation of computers and related software.

Ability to:

Analyze situations and data;

interpret city and county planning and zoning information, statutes, rules and regulations;

communicate effectively in oral and written form;

understand and analyze legal property descriptions, topographical drawings, maps and field notes;

establish and maintain cooperative and effective working relationships with others;

work effectively with the public and other agencies;

initiate, plan and carry work through to completion without close supervision;

make mathematical calculations with speed and accuracy;

demonstrate competence with Microsoft Office applications;

generate reports.

Experience:

Minimum of four (4) years of responsible administrative assistant experience required.

Accounting experience preferred.

Education:

Education equivalent to the completion of the twelfth grade, supplemented by training or coursework related to this position.

Bachelor's degree in business administration or other business related studies preferred.

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 is confidential and has a probationary period of six months.

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7/21/2020

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