

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MAY 2021
RANGE: 40.5
CLASSIFIED
CODE: 4

FACILITIES USE AND PLANNING ASSISTANT I

DEFINITION

Under the supervision of the Director of Facilities and Property Management Services, the Facilities Use and Planning Assistant I will perform a variety of clerical and general office work.

Respond to inquiries regarding use of county office facilities for events scheduling and perform other related work as required.

EXAMPLES OF DUTIES

Oversee and maintain the KCSOS conference room reservation calendar and confirm all room set-up information;

provide general clerical support for Facilities Planner and other Facilities staff;

receive verbal, written, e-mail, and voice mail requests for use of county office facilities;

reconcile monthly purchase card statements;

maintain reservation calendar and confirm all room set up information;

process all aspects of correspondence with internal and outside groups requesting use of county office facilities;

obtain approval from supervisor for the use of facilities by outside groups;

provide a weekly schedule for custodial staff and coordinates with custodians for all room set up information;

may conduct tours of county office facilities;

distribute parking permits for designated KCSOS sites and maintain records thereof;

access and coordinate work assignments utilizing the work order on-line system;

order and maintain records regarding nameplates and parking information;

coordinate furniture repair & delivery;

assist in maintaining furniture standards and providing furniture in coordination with furniture planner;

act as liaison between office staff and custodial staff in the daily housekeeping needs of the City Centre facility, LER Building and Access Center;

may invoice outside agencies for rental of county office facilities;

process letters, memorandums, documents and forms using a computer terminal and software;

receive, sort, and distribute incoming mail;

assist in the preparation and distribution of a variety of confidential information and data;

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

assist with creating and processing contracts and purchase orders;

provide assistance maintaining archived documents including contracts, plans, drawings, bids, legal documents public notices and specifications.

check assignments for completeness and thoroughness to ensure compliance with established office procedures and guidelines.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation;

computer programs including Microsoft Word, Word Perfect, and Excel;

modern office practices and equipment including automated data management, storage and retrieval systems;

county office policies and guidelines.

Ability to:

Understand and carry out oral and written directions;

communicate effectively in oral and written form;

perform office and clerical work with speed and accuracy;

make arithmetical calculations with speed and accuracy;

establish and maintain cooperative working relationships with county office staff, outside organizations, and vendors;

climb ladders, bend, stoop, and reach overhead.

Experience:

Two (2) years of clerical experience required.

Education:

Equivalent to the completion of the twelfth grade.

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.

CP: rn

5/7/2021

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