

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Facilities Technician

DEPARTMENT: Facilities Development

POSITION SUMMARY:

Under the supervision of the Facilities Planner, provide a wide variety of secretarial, clerical and technical support to the Facilities Development Department.

ESSENTIAL FUNCTIONS:

1. Serves as support for staff, committees, groups and organizations operating within the Department including scheduling, typing and distributing minutes, mail, and other materials; answering phones.
2. Schedules travel and appointment calendars.
3. Utilizes word processing, presentation software, data base management, and spread sheet computer programs for efficient and effective communication and record keeping.
4. Supports staff in computer usage and other office techniques/procedures as needed.
5. Establishes, maintains and monitors accurate, neat and efficient electronic and manual filing systems.
6. Composes letters, memos and other communications independently or from notes and verbal instruction, and performs a wide variety of complex secretarial, clerical and technical tasks.
7. Prepares for and hosts workshops, classes, and in-service training and various other meetings.
8. Handles information with complete confidentiality.
9. Assists staff in the preparation of District, department and State reports.
10. Serves as vital public relations link through personal and telephone, and electronic contact.
11. Serves as information source to the community, staff, and other agencies regarding programs and services.
12. Maintains all documentation reflecting fees collected and mitigation agreements entered into by District; collects developer and mitigation fees, issues exemptions and certificates of compliance, and assists with reconciliation.
13. Implements and maintains residential/commercial development racking system by gathering data for current and proposed developments, prepare impact reports, identify need for future school sites.
14. Implements and maintains the District's geographic information system.
15. Prepares demographic projections and annual and long and short range growth projections; provide boundary adjustments, year round implementation and interim housing facility recommendations.
16. Assists with: project budgets, financial statements, fee projections, school bond documents, requisitions, reports, disbursements and providing public information as requested.
17. Receives and completes assignment with minimal supervision and direction.
18. Trains, monitors and coordinates staff functions, including the coordination and assignment of tasks and the evaluation of results.
19. Maintains regular and prompt attendance in the workplace.
20. Acts as Notary Public for District.
21. Performs other related duties as assigned.

POSITION TITLE: Facilities Technician

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent certificate required. Four years of increasingly responsible clerical/secretarial experience, including word processing, spreadsheets, and other computer applications desired. Experience in taking dictation and transcribing notes shall be included in the two years' experience. Previous experience in a public school, institution of higher education, public construction desired. Must be, or become during probation period, a Notary Public. Possess a valid California driver's license. Willingness and ability to travel throughout District

SKILLS AND QUALIFICATIONS

1. Knowledge of modern office principles, procedures, and practices.
2. Knowledge of roles and functions of outside agencies as they relate to this position.
3. Ability to prioritize multiple tasks; apply time management skills
4. Ability to work with a high degree of independence at a variety of tasks;
5. Ability to apply critical thinking when assigned projects and complete projects with minimal direction and/or supervision
6. Ability to establish and maintain effective working relationships with others;
7. Ability to take varied and difficult notes (and dictation) and transcribe them (from written notes or Dictaphone) accurately;
8. Ability to organize, schedule and follow-through on all office activities,
9. Ability to coordinate the flow of communications, schedule meetings and conferences
10. Ability to screen and respond to requests and inquiries using good judgement
11. Knowledge and interpretation of rules, laws, and policies

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Work on computers for extended periods of time.
6. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes earplugs, dust mask, and safety glasses.

SALARY: Classified range 40

Board Approval:	HS	11/12/96	Elem	11/12/96
Revised:	TUSD	12/12/00		