

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

|                                 |  |                              |                                  |
|---------------------------------|--|------------------------------|----------------------------------|
| <b>Title:</b>                   | Facilities Support Specialist                        | <b>Reports to:</b>           | Program Administrator/Supervisor |
| <b>Job Category:</b>            | Maintenance/Operations/<br>Facilities/Transportation | <b>Classification Unit:</b>  | Classified                       |
| <b>Board Approval:</b>          | 5/21/2020  | <b>Current Salary Grade:</b> | 21                               |
| <b>Job Description Revised:</b> |  | <b>FLSA Status:</b>          | Non-Exempt                       |

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, perform a wide variety of skilled duties requiring specialized knowledge of the Facilities Department; provide technical assistance in the development and implementation of various District programs including facilities planning and construction management; assist with organization of the accounting of District capital funds, including coordination of the year-end closing process.

**ESSENTIAL FUNCTIONS:**

- Provide technical assistance to the Executive Director and project managers of Facilities and Construction; plan, organize and arrange a variety of office functions and activities; prioritize and schedule duties and assignments to ensure efficiency and meet established timelines.
- Provide technical fiscal/accounting assistance to record, analyze, provide the status of, and summarize the financial activities of projects.
- Communicate with and serve as liaison between the public, Federal, State, and Local government agencies; provide school sites with information and assistance as needed; prepare complex correspondence.
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, projects and assigned duties; establish and maintain filing systems; maintain blueprint storage physically and electronically.
- Prepare a wide variety of written materials including procedures, reports, memos, and letters to document activities; provide written reference, convey information, and comply with established financial, legal, and administrative requirements.
- Review projects including Federal grants, contracts, transportation services, and student projects to determine service requirements, budget parameters, and to make recommendations.
- Provide assistance to the Executive Director in the preparation of complex and confidential documents, including consultant contracts, bond regulations, correspondence, event programs, reports, presentations, informational materials, and policy revision.
- Communicate information to the Superintendent, Cabinet, District personnel, the public, outside districts, and community; ensure accuracy and completeness of information.
- Consult with the District on strategies for implementation of policies and procedures.
- Provide support to record retention and retrieval systems; maintain detailed project information including various related accounting functions; maintain complete set of records of financial transactions for the capital funds.
- Prepare and maintain budgetary records; provide budget planning assistance as assigned.
- Obtain cost estimates for small projects as needed; write purchase orders for goods and services; maintain office equipment and supplies levels, including ordering and scheduling maintenance or repairs for office equipment.
- Research a variety of written information as requested, including current practices, policies, and education

codes, in order to provide information and recommendations.

- Maintain the Facilities Department website as the content editor.
- Prepare Board agenda documents related to assigned activities.
- Drive a district vehicle to conduct work.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Department organization, operations, policies and objectives.
- School facility practices and procedures as they relate to planning and construction in California.
- Modern office practices, procedures and equipment.
- Basic English usage, grammar, spelling, punctuation and vocabulary.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Applicable laws, codes, regulations, policies, and procedures.

Ability to:

- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Analyze situations to define issues and draw conclusions.
- Provide technical assistance with fiscal and accounting assistance related to assigned activities.
- Plan and manage projects.
- Serve as a liaison between the department, public, and outside agencies.
- Develop complex files, spreadsheets, and records.
- Work independently with minimal direction.
- Operate a variety of job-related equipment including a copier, computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Associate's degree or coursework in construction or related field work.

Experience: Three (3) years of direct experience with increasingly responsible duties involving Facilities related work.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Indoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to operate a computer and other office equipment.
- Lift or carry moderately heavy objects.

Hazards:

- N/A

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint and Background Clearance.
- TB Clearance
- State Mandated Trainings

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*