



JOB DESCRIPTION

Position Code: 782
Classified Group: CSEA
Salary Range: 41
Work Days: 260
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POSITION TITLE: Operations Analyst, Facilities, Maintenance and Transportation

DEFINITION: Under general direction, provides support of department specific initiatives through data analysis of projects; collaborates with budget services to process, reconcile, and review budget/financial transactions of the department, as assigned.

DIRECTLY RESPONSIBLE TO: Business Operations Supervisor, Facilities, Maintenance and Transportation

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Reviews received use of facilities agreements of district-operated community facilities with internal and external parties and monitors site-specific budgeting and expenditure account activity in accordance with departmental policies and procedures.
2. Analyzes fiscal transactions to ensure expenditures are properly charged to the corresponding budget accounts and monitors account activity in relation to available funds.
3. Collaborates with Accounting, Budget, and other departments to reconcile errors made to assigned budget accounts.
4. Assigns district goal codes to all authorized funding sources and assists with oversight of multiple funds to ensure accounts balance on a monthly basis.
5. Reviews and analyzes specifications detailed within charter school and cell tower lease agreements and audits receipt of funding received per lease specifications.
6. Processes and audits all utility billing for district facilities.
7. Responsible for processing and reviewing cash flow for Capital Improvement Projects (CIPs) and deferred maintenance of district capital assets.
8. Reviews and resolves budgetary issues pertaining to project-based accounting for assigned areas of responsibility.
9. Processes and reconciles revenues, expenditures, and interim budget adjustments of departmental accounts within the district financial system and external agency systems.
10. Responsible for processing the year-end close of all departmental accounts within the district financial system and external agency systems.
11. Assists in ensuring compliance with various local, state, and/or federal reporting requirements, guidelines, rules and regulations.
12. May make recommendations regarding the establishment and/or revision to departmental procedures for assigned areas of responsibility.
13. Analyzes and compiles data to generate reports for all levels of staff as required.
14. Responds to inquiries and provides detailed analysis of data, procedures, and policies.
15. Attends meetings on behalf of the department.
16. May prioritize, delegate, inspect, and/or assist with the work of other fiscal or clerical staff within the department.
17. Serves as a technical advisor to departmental staff and provides training and guidance for assigned areas of responsibility.
18. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and/or experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting, financial management, construction management or a closely related field and experience in the evaluation of data, research and analysis.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of accounting and budgeting principles, procedures and terminology
- Knowledge of public works laws, rules, and regulations
- Knowledge of lease agreements and terminology
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of modern office practices and procedures, including filing systems
- Ability to analyze data accurately and take an effective course of action
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent interruptions and significant distractions
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 7/9/2018