



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: FACILITIES SPECIALIST
REPORTS TO: Maintenance & Operations Officer **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 146 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 12,2020

JOB SUMMARY:

Under the direction of the Maintenance & Operations Officer, serve as a specialist to the District for performing a variety of accounting and financial work related to the use and lease of District facilities, and other areas as needed. Perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position requires the incumbent to perform a full range of administrative and accounting tasks related to Facility Use, collecting deposits and funds from lease agreements. The tasks include generating cost estimates, receiving payments, processing internal deposits, implementing policy, budget preparation and control of District funds. This position is responsible for maintaining and balancing complex and difficult District-wide accounts, including the General Fund.

ESSENTIAL FUNCTIONS:

- Performs technical accounting functions in the preparation and maintenance of the facilities use and lease budgets, interim reports and unaudited actual reports.
- Maintains effective controls to ensure that expenditures are in keeping within the authorized budget.
- Ensures proper accounting distribution of funds for all revenues and expenditures.
- Records County documents for receipts of revenues and County charges.
- Computes and revises indirect costs, deferred revenue, and direct services allocation.
- Ensures that accounting records are prepared and maintained in accordance with established county and state requirements.
- Reconciles District financial records with County records.
- Record and process Facility Use and Lease Agreement payments.
- Generates and updates lease and facilities use matrix for revenues and expenditures.
- Assembles materials for use in special reports.
- Coordinates with auditors when necessary.
- Assumes responsibility for various State and County financial reporting.
- Prepares monthly cash flow projections.
- Prepares deposits for bank and County system.
- Audits invoices prepared by others.
- Maintains SPMMS work-order software system.
- Coordinates vendors with the sites.
- Creates new vendor accounts and closes vendor accounts as needed.
- Schedules subs for site locations.
- Monitors Subfinder to confirm staff off-time.
- Tracks time schedules and cross codes.
- Proof-reads contracts for grammar and spelling.
- Sets-up trainings and locations.
- Takes notes for Facility Manager and Union meetings.
- Manages the tool inventory/asset list.

- Manages the tool/asset warranties.
- Purchases and distributes Proper Protective Equipment (PPE) to staff.
- Other duties as assigned.

EMPLOYMENT STANDARDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. All individuals must pass a pre-employment fingerprint clearance from the Department of Justice and tuberculosis examination.

QUALIFICATIONS

Education/Training Experience:

- High school diploma with some college-level course work in accounting.
- Five years of experience in professional accounting with increasing responsibility, involving the preparation of financial records and reports, preferably in the California public school district sector.
- Two years of secretarial experience with increasing responsibility, involving frequent public contact.
- Demonstrated proficiency in Word, Excel, Work Order Systems, and Access.

KNOWLEDGE OF:

- Accounts payable, accounts receivable, budgeting, general ledger accounting, record-keeping, fiscal and payroll procedures and methods.
- Complex financial analysis and research procedures.
- Legal provisions and requirements involved in public contract and labor codes related to California public school districts.
- Operations of computer, automated accounting systems and a variety of related software.
- Proper English usage, grammar, punctuation and spelling.

EXPERIENCED WITH:

- Understand and independently carry out oral and written instructions.
- Use good judgment in recognizing the scope of authority as delegated.
- Maintain security and confidentiality of specified records and information.
- Deal effectively with a variety of personalities and situations requiring diplomacy, poise and firmness.
- Establish and maintain effective work relationships with those under contract to perform duties.
- Make decisions on procedural matters without immediate supervision.
- Apply school district budget and accounting procedures, policies and regulations.
- Prepare clear and accurate financial statements and reports.
- Operate a variety of business software and business machines.
- Maintain cooperative relationship with others.
- Work under pressure to complete a variety of written reports within specific timelines.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.