

Laguna Beach Unified School District
Job Description: Facilities Assistant

BASIC FUNCTION:

Under the direct supervision of the Director of Facilities and general supervision of the Assistant Superintendent, Business Services, performs a variety of skilled, technical administrative, and secretarial tasks as assigned in the day-to-day operation of the Business and Facilities Offices.

ESSENTIAL DUTIES:

- Prepare, review, and maintain spreadsheets, schedules, calendars, forms, and documents for school facilities-related projects
- Assist with District construction tracking and documentation
- Organize requests for facility use in collaboration with school site administration and office staff
- Assist with administration of school facilities fee
- Prepare requisitions and orders for facilities supplies, materials, and equipment with various vendors
- Collect District fees and provide reconciliation, reimbursement, and accounting report
- Assist District administrator in the coordination of the use of facilities process for District facilities, including the accepting, logging in, and organizing applications for the use of the Artist Theatre by school and community groups and organizations
- Provides backup for the printing, mailing, and reconciling of all District purchase orders using the OCDE purchase order system, including processing of 1099 requests and updating and maintaining vendor list
- Assist with the preparation of requests for facilities proposals (RFP's) and bids
- Plans, organizes, and performs a wide variety of specialized and responsible secretarial duties; schedules and coordinates various meetings and appointments
- Reviews and screens incoming correspondence and communications and prioritizes for the assigned supervisor
- Receive telephone calls and office visitors, providing information involving interpretation of departmental procedures and policies
- Perform a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking, and recording information
- May attend meetings and transcribe minutes
- Independently or from general instructions, composes correspondence and reports requiring a thorough knowledge of departmental policies and operational procedures; maintains confidentiality as necessary
- Assist with Risk Management responsibilities
- Assists with the calculation, collection, and processing of developer fees
- Processes credit card payments
- Maintain and support software tools for facility use, work orders, facilities planning, facilities accounting, and others as needed to support office functions
- Develop presentations as needed in PowerPoint or similar software
- Under the supervision of the Director of Facilities, provide documentation and communication to vendors

OTHER REPRESENTATIVE DUTIES:

- Provide assistance to Business Services staff as necessary and requested
- Engage in cross-training on business functions and demonstrate knowledge to support office needs
- Participates in job-related or District training as required
- Other related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Accounting systems and procedures
- The Civic Center Act
- Organization and coordination of specialized and responsible clerical and secretarial support functions; modern office methods and procedures including receptionist and telephone techniques
- Methods and techniques of filing and record keeping
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- District organization, operations, policies, and objectives
- Interpersonal skills using tact, patience, and courtesy
- Record-keeping and report preparation techniques

Ability to:

- Provide technical information and assistance concerning policies and procedures related to developer fees and facilities use
- Perform a variety of duties and provide assistance to the community and staff related to facility use
- Effectively and efficiently plan, organize, and coordinate requisition and purchase systems
- Apply, explain, and enforce rules, regulations, policies, and procedures
- Perform mathematical calculations quickly and accurately
- Make complex mathematical calculations and verify computation
- Answer telephones and greet visitors and the public courteously
- Understand and carry out oral and written directions
- Establish and maintain collaborative and cooperative working relationships

MINIMUM QUALIFICATIONS:

Experience:

Three years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education:

Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and secretarial skills.

LICENSES AND OTHER REQUIREMENTS:

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy

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- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Moderate noise level
- Frequent interruptions

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, function, and limitations of assigned duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.