

CLASSIFIED JOB DESCRIPTION

PLANNING TECHNICIAN

JOB SUMMARY:

Under the direction of the Director of Maintenance and Operations, performs a wide variety of complex clerical duties of above average difficulty; handles a high volume of telephone calls; classifies, verifies, assigns accounting codes, and processes miscellaneous invoices; schedules meetings, conference travel, and appointments; types, advertises, posts, and records documents for Facilities projects; assists with collection of school fees; and performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Assists in the composition and submission of Board agenda items with supporting documentation. Follows up on Board-approved documents including, but not limited to resolutions, contracts and agreements, and notices of completion.
- Files documents with the County of San Diego.
- Handles change orders, contract payment schedules, and disbursements, etc., for new construction, modernization, and major capital improvements.
- Advertises, posts, and/or records Request for Qualifications, bids, and other legal notices.
- Collects and documents developer fees and reports and processes Certificates of Compliance.
- Files and manages all Planning documents both electronically and in hard copies.
- Drafts response letters to the City of Chula Vista and other routine correspondence.
- Completes reports including, but not limited to developer fee reports.
- Obtains the District's Project Tracking Numbers.
- Processes Department of State Architects (DSA) forms for signature and uploads documents.
- Requests checks for DSA and other federal, state and local agencies.
- Processes and files planning documents for new construction, modernization, major capital Improvement projects, and completes accurate reports and responses as needed including, but not limited to Office of Public-School Construction, California Department of Education, and DSA forms and applications.
- Serves as contracts and major capital Improvements liaison with maintenance and facilities.
- Assists in responding to Public Records Requests.
- Assists with documents related to acquisition of new sites.
- Processes contracts, agreements, proposals, purchase orders, and invoices for capital improvement projects.
- Schedules meetings and manages communication and logistics of meetings.
- Prioritizes tasks and accomplishes them in a timely and accurate manner and works independently.
- Assists with maintaining office files, compiles confidential correspondence, and generates reports as needed.

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- Assists with composition, typing, and distributing memoranda and other material independently or with minimal instructions.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of recent successful experience working with financial or statistical records and systems.
- Ability to plan and conduct clerical operations involving transactions requiring accountability and accurate controls; type and write legibly.
- Ability to make mathematical calculations rapidly and accurately; understand and follow oral and written directions; operate office machines including computers; and cooperate and work closely with those contacted in the course of employment.
- Knowledge of modern office practices and procedures, including the preparation of various forms of correspondence, filing and general office equipment operation; and correct English usage, spelling, and punctuation.
- High school diploma or GED required, preferably supplemented by courses in accounting, office procedures, and computer systems.

Classified Salary Schedule: Range 30

BOARD APPROVED: 06/19/19

REVISION DATES: 07/16/23

08/09/2023