

**CLASSIFIED JOB DESCRIPTION**

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**PLANNING AND FACILITIES TECHNICIAN**

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**JOB SUMMARY:**

Under the direction of the Director of Maintenance and Operations performs a wide variety of complex work requiring specialized knowledge, judgment, and interpretation of procedures and regulations; coordinates communications and information; coordinates, monitors and directs Facilities Department office staff in a team-oriented atmosphere.

**ESSENTIAL JOB FUNCTIONS:**

- Assists in the preparation of facilities contracts, agreements, and proposals for capital improvement projects, relocatables, and related bids.
- Coordinates arrangements for meetings, inservices, annual projects, and conference travel arrangements for department.
- Composes letters, memos, and reports.
- Creates, edits, and proofs reports and other documents.
- Provides information and responds to a variety of inquiries from District staff and the community where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Processes construction contracts and documents.
- Assists in the preparation of, and is accountable for, the administration of facilities and planning budgets.
- Researches information for facilities and planning for use with reports, budgets, etc.
- Classifies expenditures, processes miscellaneous invoices; tracks and verifies the accuracy of statements received; inputs new requisitions, sets up annual purchase orders, and closes out year-end accounts/files.
- Coordinates, assembles, and prepares Board agenda items.
- Prepares and records legal notices.
- Provides statistical data and reports on a variety of facilities and planning areas.
- Assists with monitoring budgets and expenditures and provides financial reports for capital improvement projects.
- Prioritizes duties and possible duties of other office staff (delegating).
- Oversees maintenance of administrative, correspondence, and confidential files.
- Processes agreements, proposals, purchase orders, and invoices.
- Works closely with facilities managers to assess emergency calls and dispatch maintenance/grounds crews as needed.
- Oversees the processing of work orders and operation of the District's work order system.
- Compiles and coordinates schedules of grounds and maintenance staff and school calendars.
- Schedules appointments and meetings for the Director of Maintenance and Operations with District staff, various contractors/vendors, and agencies.
- Maintains absence records for department staff.
- Establishes office procedures and develops and updates written procedures for department.

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- Screens visitors, phone calls, and mail.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of four years' successful full-time administrative experience, at least one of which includes monitoring and directing other employees in an office.
- Understanding of the multiple programs assigned to planning and facilities; understanding of the District's budget/accounting procedures; knowledge of District policies, practices, and goals.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 60 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Ability to perform a variety of difficult tasks; ability to prioritize tasks and accomplish them in a timely and accurate manner; ability to work independently.
- Knowledge of modern office practices and procedures, including personal computer applications used for word processing, financial, spreadsheet and presentations.
- High school diploma or GED required.
- College and/or business school highly desirable.

*Classified Salary Schedule: Range 35*

*BOARD APPROVED:*

*REVISION DATES: 07/01/04  
07/01/14  
06/21/17  
07/16/23  
08/09/2023*