

CLASSIFIED JOB DESCRIPTION

FACILITIES TECHNICIAN

JOB SUMMARY:

Under the direction of the Director, Maintenance and Operations, performs a wide variety of complex clerical work of above average difficulty involving the preparation, processing, classification, and maintenance of financial and statistical records in the District's Facilities Department; and performs other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Manages all Facilities contracts with outside vendors.
- Works closely with Facilities Department contractors/vendors.
- Tracks, verifies the accuracy of, and prepares financial paperwork related to statements received.
- Assigns accounting codes.
- Provides financial and statistical data/reports as required.
- Assists in the preparation of, and is accountable for, the administration of the Department's budget.
- Assists in the operation of the District's work order system.
- Operates a computer and other office equipment.
- Creates correspondence.
- Maintains office files.
- Provides telephone assistance.
- Other work 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.

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REVISION DATES: 07/01/14
 07/16/23
 08/09/2023