

**CLASS SPECIFICATION
Facilities Planning Technician**

GENERAL PURPOSE

Under general supervision, performs a variety of responsible and technically complex administrative and technical duties in support of District facilities planning, construction and renovation projects; prepares and maintains a variety of project documents, records and mandated reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Within the Facilities Planning and Operations Department, the incumbent in this class performs progressively responsible and complex administrative and technical duties for assigned functions of the department. The incumbent interfaces with federal, state and local agencies, a variety of District departments and administrative staff, building departments within the District's boundaries, architects, consultants, project managers, engineers, contractors and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Prepares Board items, resolutions, exhibits and other backup documentation for award of contracts, substitution of subcontractors, professional service agreements and easements; prepares contracts, resolutions, CEQA, Requests for Proposal and other documents for Board approval and signature; attends pre-Board meetings to ensure Board items are complete and accurate.
2. Determines, collects, records and tracks developer fees and certificate data; researches information for justification studies; corresponds with representatives of other public agencies and members of the construction industry regarding fee amounts; explains and clarifies codes and regulations and responds to complaints; develops and updates developer forms.
3. Coordinates District site use by outside agencies with site administrators; orders and collects insurance for users of District sites; determines appropriate fees and prepares and distributes invoices; coordinates soccer and little league field use and polling places; explains codes and regulations regarding site use to site administrators and outside agencies; processes timecards for employees working overtime to accommodate outside agencies using District sites.
4. Maintains a comprehensive inventory of all relocatable buildings owned and leased by the District; coordinates repair for leased buildings; prepares purchase requisitions and processes lease payments; makes arrangements for delivery and pick up of buildings; schedules connection and disconnection of utilities; works with DSA inspector to ensure timely placement of portable buildings and accurate documentation for state review.
5. Monitors department and program budgets; assists and participates in budget planning and expenditure control processes; assigns purchase order numbers and prepares and approves

requisitions; prepares warrant requests; monitors invoices for accuracy and ensures payments are made on a timely basis; maintain department and program financial records.

6. Develops, prepares and maintains project files and records including cost estimates, expenses, statistical data and financial and other reports; incorporates information into site files; maintains records of federal and state projects for closeout auditing.
7. Reviews Requests for Proposal and participates in interviews of architectural, engineering and inspection firms for facilities projects; interfaces with architects, contractors and vendors.
8. Develops, prepares and distributes correspondence of stakeholder interest to the professional and educational community and general public, including letters of acceptance/denial, collections, requests, notifications, reports, meeting minutes, notices of meetings and other public notices; prepares, assembles and distributes District-wide meeting notices and information for meetings.
9. Responds to issues and questions and provides information to District employees and administrative staff, contractors, consultants, architects, engineers, building departments within the District's boundaries and others; interprets and explains relevant laws, regulations, procedures, contracts, Board actions, state education code, labor code and public contract code.
10. Prepares a variety of District, local, county, state and federal mandated reports, records and documents; composes correspondence independently; prepares letters, memos, transmittals, forms and reports; maintains confidentiality of a variety of sensitive materials.
11. Coordinates with state and federal agencies, architects, engineers, attorneys, project managers, District administrative staff for meetings, conferences and workshops.
12. Performs general administrative and clerical duties in support of department and project functions; operates a computer to input information into a spreadsheet; sort, retrieve and analyze data and generate reports in accordance with established time lines; generates required lists, records and reports; backs-up and retrieves data; processes department mail; orders, stores and distributes office supplies; receives, screens and forwards telephone calls; schedules appointments for department staff and reserves conference rooms; prepares meeting minutes; maintains office equipment; makes travel and accommodation arrangements for department staff.

OTHER DUTIES

1. Attends a variety of meetings, workshops and conferences as required.
2. Conducts school site visits as required.

QUALIFICATIONS

Knowledge of:

1. Contracts, fees, notices and other documents related to facilities planning and operations.
2. The District's facilities policies, procedures, operations and terminology.
3. Applicable sections of the California Education Code, Labor Code, Public Contract Code and other applicable laws.
4. Federal, state and local laws and regulations applicable to assigned responsibilities.

5. Data-gathering and analysis techniques.
6. Principles and practices of sound business communication.
7. Correct English usage, including spelling and grammar.
8. Standard business software, including word processing, spreadsheets and graphics.
9. Record-keeping and filing practices and procedures.
10. Interpersonal skills using discretion, tact, patience and courtesy.
11. Modern office practices, procedures and equipment.

Ability to:

1. Operate a computer using word processing and other business software.
2. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with District and department rules, policies, procedures and labor contract provisions.
4. Effectively compose and present technical information in writing, in person or by telephone to others.
5. Perform basic mathematical skills quickly and accurately; incorporate mathematical formulas for building and trades quotations and estimates.
6. Prepare, process and edit public notices for publication.
7. Prepare clear, concise and accurate reports, correspondence and other written materials.
8. Implement, plan and organize work to meet multiple demanding schedules and time constraints.
9. Understand and follow written and oral instructions.
10. Communicate effectively both orally and in writing.
11. Organize, develop, prepare and maintain detailed and comprehensive files and reports.
12. Work independently with little direction.
13. Operate other standard office equipment.
14. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
15. Establish and maintain effective working relationships with District management, staff, representatives of other public agencies, contractors, consultants, vendors, the public and others encountered in the course of the work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent, supplemented by course work in business and accounting; and three years of experience performing a combination of representative duties or equivalent involving documents and laws, construction contracts and project record-keeping.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, representatives of other public agencies, contractors, consultants, vendors, the public and others encountered in the course of the work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 10/2/2008