Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**FACILITIES SUPPORT CLERK**
Department:	Administrative Office
Reports to:	Director of Facilities, Assistant Superintendent – Business and Operations

SUMMARY:

Under the supervision of the Director of Facilities, provides assistance and performs variety of clerical and related functions in the areas of facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. The position assists in the planning, coordination, and monitoring of school district construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs general duties in support of the facilities department including requests for information, answering questions, and providing first-level solutions to problems.
- Assist with project coordination and reporting; to include grant application and reporting requirements.
- Assist with OPSC, CDE, and DSA applications and submittals; process required forms for eligibility, funding, and continue to monitor projects through the process and closeout audits.
- Monitor project budgets within appropriate funds; verify expenditures per budget and contract; process invoices and payables; maintain up-to-date financial statements by project within fund; monitor cash flow; verify income and authorize expenditures in accordance with established limitations.
- Performs routine office support duties including copying materials, distributing mail, and filing
- Types, edits, and proofs correspondence, reports, and other documents, may compose correspondence according to general instructions.
- Communicates information from supervisor to others as required.
- Operate a wide variety of office equipment including personal computers and peripherals, electric typewriter, 10-key calculator, and copier.
- Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- Respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- Initiates and answers telephone calls; makes appointments; composes correspondence; types from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles and prepares reports, and perform general clerical duties.
- Supports District Safety Committee and all committees related to facilities.
- Attend a variety of meetings as assigned.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED); prior work experience with a school district or county office of education working with school facilities preferred. Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

OTHER SKILLS and ABILITIES:
Write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; operate computers; and willing to work additional hours periodically and travel locally. Operate various office machines and equipment including computers. Establish and maintain effective working relationships with those contacted in the course of work. Communicate effectively and tactfully in both oral and written form.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

PHYSICAL DEMANDS:
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 the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

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