

### FACILITIES ASSISTANT

| **Reports to:** | Director, Facilities |  |  |
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| **Dept:** | Facilities | **Range:** | 21 |
| **FLSA:** | Nonexempt | **EEO:** | Secretarial/Clerical |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, perform routine to difficult administrative and operational support duties for the Facilities department; log and route facilities maintenance requests; support coordination of the district fleet program; oversee administration of district keycard and key systems; provide administrative support for construction projects; process payroll, personnel requisitions, purchase orders and maintain supplies; and perform related duties as assigned.

### ESSENTIAL DUTIES & 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.*

1. Provide administrative, logistical and technical support to the Director of Facilities and department staff; receive, screen, prioritize, assign and close maintenance work order requests; coordinate reservation system for carts, cars and trucks.
2. Coordinate the district’s Civic Center facilities-use program; respond to and answer ques­tions regarding facility rental policies and procedures and resolve complaints; meet with permitees to determine requirements and fees; process rental permits; verify receipt of appropriate certificates of insurance and other risk management documents; prepare and collect invoices for rental permits; notify campus police and other departments based on event requirements.
3. Perform advanced administrative support including composing and/or typing memoranda, correspondence, reports, agreements, contracts, presentations, spreadsheets, forms and other documents; maintain personnel, payroll and financial records, files and databases; prepare forms and other program documentation; research, obtain and analyze key data and statistics from varying sources for program reports, proposals, program reviews and other documents.
4. Input data and prepare/process purchase requisitions, purchase orders and check requests; verify the accuracy of receipts and invoices, enter account codes, validate sufficiency of budget and process for payment; monitor department budgets; purchase supplies and materials and/or authorize expenditures according to established guidelines; prepare and process expense-related forms including travel requests/reimbursements and petty cash.
5. Coordinate full and part-time staff payroll; process personnel requisitions; collect and audit documentation supporting staff time logs and ensure conformance to work-hour restrictions; compute and categorize pay according to departmental/program billing accounts; ensure accurate usage of funding codes and calculate departmental/program billing; prepare timecards; assist Payroll Department with resolution of payroll issues.
6. Issue district electronic key cards, program fobs and track and maintain physical keys; coordinate with security alarm company; add or change security codes for district employees; respond to security alarm calls as needed.
7. Assist construction project management in obtaining, filing and closing out permits and traffic control plans, notices of completion and other documents.
8. Schedule appointments and make meeting arrangements; assist with the development and coordination of departmental events; assist with setup and cleanup for various meetings/ events.

### OTHER DUTIES:

1. Oversee state-mandated tracking and reporting including hazardous waste manifest and permits.
2. Provide backup to other department staff as needed.
3. Provide lead-level work direction to other clerical staff and student workers as assigned.
4. Update and maintain department-specific website.
5. Receive and distribute mail.
6. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
2. Modern office practices, procedures and equipment including computers and applicable software programs.
3. The district’s recordkeeping and general accounting systems, practices and proce­dures for processing information and interpreting input and output data.
4. District practices and procedures for budgeting, purchasing and maintaining public records.
5. Payroll procedures and operations.
6. Math and basic accounting techniques.
7. Practices of effective maintenance planning and scheduling.
8. Policies and practices of maintenance program and capital improvement program develop­ment and tracking.
9. Operation and use of computerized maintenance management.
10. Phases, elements and practices in executing major capital improvement projects.
11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
12. District organization, functions, operations, rules, policies and procedures applicable to assigned areas of responsibility.
13. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Input data and prepare/process requisitions, purchase orders and facilities work orders.
2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
3. Apply policies, practices and methods applicable to carrying out assigned administrative duties.
4. Establish priorities and work effectively and independently with many demands on time.
5. Analyze situations and adopt effective courses of action.
6. Assist in preparing and monitoring a program or department budget.
7. Track statistical information utilizing spreadsheets and databases.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Operate a computer and standard business software.
11. Represent the district effectively in dealings and negotiations with permittees, consultants, contractors, vendors and the public.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and at least five years of progressively responsible clerical support experience, preferably involving experience in facilities planning and maintenance support. An associate degree is preferred and may be required to advance to higher levels in the class series. Experience in a public agency is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May provide lead-level work direction to lower-level staff, student employees and temporary staff.

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours are required on an as-needed basis.