



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

FACILITIES SPECIALIST

JOB SUMMARY

Under general supervision of department management designee, to contribute to the efficient operation of the Facilities Planning Department through a wide variety clerical, secretarial and technical duties; Assignments in this class are characterized by the performance of a wide variety of clerical and secretarial work.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Manage and distribute construction contracts and consultant agreements;
2. Assist with and coordinate public bids;
3. Documents and tracks construction warranty issues;
4. Monitor and check contractor certified payroll reporting and respond to labor compliance inquiries;
5. Have familiarity with basic construction terms and construction documents;
6. Assists with state and/or construction related reporting;
7. Assists with gathering, assembling, tabulating, proofing, extending, verifying, balancing, summarizing and posting fiscal and related data;
8. Collects and reconciles developer fees / community facility districts;
9. Assists with and receives, audits and processes invoices and assembles and matches purchase order, receiving and others supporting documents for major district accounts, including, general, special or similar project fund budgets;
10. Makes mathematical calculations;
11. Establish and maintain complex, interrelated filing systems and records;
12. Review and check documents, records, and related forms for accuracy, completeness, and conformance to applicable rules and procedures;
13. Give out information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary;
14. Collect and compile statistical or financial data and other information for inclusion into special reports, proposals and presentations;
15. Make travel and conference arrangements;
16. Evaluate communication priorities, keep administrator informed, and relay information accurately and in a timely manner;
17. Create and process a variety of documents including correspondence, narrative and statistical reports, agendas, minutes, forms, lists and records;
18. Gather data and information and assume responsibility for replying to various requests and inquiries for information, research assigned topics and prepare required reports;
19. Serve as administrative support to various committees;
20. Act as a liaison, receive and handle telephone and personal contacts from schools, staff, other agencies and general public;
21. May prepare daily and monthly records;
22. Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
23. Maintain site personnel files;
24. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The functions, organization, rules, procedures and programs of the facilities department;
2. Modern office procedures and practices including complex filing systems, receptionist telephone techniques, web-based and software programs;
3. Office machines and equipment including the use of a computer;
4. General public relations;
5. Basic mathematical, leger, statistical procedures;
6. Correct English usage, spelling, grammar, vocabulary, and punctuation.

Ability to:

1. Perform secretarial and clerical work involving the use of independent judgment;
2. Maintain strict confidence concerning job related information, including preparation of confidential reports;
3. Accurately interpret and apply District Policies, procedures and regulations;
4. Compose correspondence using own initiative;
5. Carry out assignments with minimal supervision;
6. Work autonomously and make independent decisions;
7. Learn and utilize new and current technologies;
8. Organize, manage, and perform multiple simple and complex tasks, set priorities and meet deadlines;
9. Analyze situations accurately and adopt an effective course of action;
10. Meet the public tactfully and courteously;
11. Make arithmetic calculations with speed and accuracy and perform financial clerical work;
12. Type at a net corrected speed of 45 words per minute;
13. Understand and carry out oral and written directions;
14. Establish and maintain cooperative work relationships with those contacted during the course of work;
15. Interpret and resolve problems occurring in the natural flow of work.

EDUCATION / EXPERIENCE

Education: High School Diploma, General Education Degree (GED), or Certificate of Proficiency, and possession of the knowledge and abilities listed above.

Experience: Three (3) years of experience performing responsible clerical duties preferably including some experience in a construction or public works department setting; OR one (1) year of experience at or equivalent to the level of Secretary II in the Hemet Unified School District.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Possession of and maintain a valid California Driver's License during the course of employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential functions.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use vision, hearing and speaking.

Working Conditions: District office and grounds; Indoors office setting; Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 37
12 Month Work Year Calendar

March 2024