

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

FACILITIES AND CONSTRUCTION SPECIALIST

DEFINITION

Under direction of the Chief Facilities Officer, the Facilities and Construction Specialist supports the educational programs of the District by performing analytical, technical and clerical tasks in support of the District's Facilities and Construction Department, and serves as a knowledgeable representative for the District.

EXAMPLES OF DUTIES

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 classification.

1. Perform a wide variety of complex, technical, clerical and supervisory duties to assist the Chief Facilities Officer.
2. Ability to provide leadership and effectively and efficiently plan, organize and supervise the functions and activities of the Facilities Planning Department.
3. Oversee and participate in the development of projects related to facility improvements for construction and modernization.
4. Assist with the analysis, research, on all master planned projects and facility improvements for construction and modernization.
5. Work closely with staff and consultants to research and prepare all Facilities and Construction related public records requests.
6. Work closely with consultants to review, manage and track all Construction program related pay applications.
7. Manage, research and store all compiled data for facility master plan.
8. Work closely with staff, and administrators on the review, prioritization and implementation of Facility Master Plan; ensure that project design and construction meet the needs and expectations of the educational programs and services.
9. May assist in the preparation of updates to the Facility Master Plan and District Standards.
10. Coordinate and manage project programming, timelines, and development of multiple Bond projects.
11. Prepare Board items as it relates to the Facilities and Construction programs.
12. Effectively monitor budget and report out on the progress of all projects.
13. Manage and coordinate all project activities, enforce contract document compliance, budgets and all project related documentation.
14. Coordinate and schedule meetings with district staff, architects, and consultants as it relates to Facilities and Construction programs.
15. Manage and coordinate weekly Facilities and Construction meetings, prepare communication and scheduling.
16. Coordinate and schedule department staff meetings
17. Develop and maintain information on Facilities and Construction department websites.
18. Assist in the development and composition of internal communication updates, and newsletters for District staff.
19. Assist in the preparation of reports, and audiovisual presentations of external communication for use by the Chief Facilities Officer at various stakeholder meetings.
20. Manage and coordinate monthly advisory committee meetings, prepare communication, and scheduling.
21. Establish and maintain effective working relationships with architects, consultants, stakeholders, and personnel from other agencies and organizations, for the purpose of creating good public relations for the District and to assist the Chief Facilities Officer.
22. Maintain files on projects, and maintain databases for using a variety of software applications. Obtain and provide information in response to requests from Cabinet, staff and stakeholders.

FACILITIES SPECIALIST

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QUALIFICATIONS

Knowledge of: Primary operations of school district support services; principles, practices, and methodologies of Cabinet-level administrator's office; general office equipment, including windows based PC and related software; Division of State Architect (DSA) Job Box, Request for Proposals (RFP) process, Request for Qualifications (RFQ) process, Notice of Completions and recording procedures, Preliminary Notice record management, legal mandates, payment application tracking and procedures, Stop Payment Notices, policies, regulations, and procedures which govern the administrator's area of responsibility; correct English usage, spelling, grammar, and punctuation; efficient in collecting and processing data; principles of supervision; effectively communicating and maintaining a professional environment.

Coordinate, organize, and monitor the overall functions of the administrator's office; maintain accurate and confidential records relating to administrator's area of responsibility; interpret and apply District and divisional policies with sound judgment; efficiently perform responsible secretarial and administrative functions and activities; analyze situations and make decisions based on procedures without immediate supervision; interpret and follow through on oral and written instructions; compose correspondence independently; communicate effectively at all levels; work autonomously in a changing environment; develop and maintain collaborative relationships with staff members, union representatives, and members of the community; maintain a professional and calm demeanor; comply with the District's customer service standards, as outlined in Board Policy.

Ability to: Perform highly responsible and technical duties involving the use of independent judgment and personal initiative; order plan sets, maintain accurate and confidential records relating to area of responsibility; read, interpret, and apply regulations, policies, and procedures; analyze situations and make decisions based on procedures without immediate supervision; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; establish and maintain professional relationships with management level staff, colleagues, subordinates and related outside agencies; use Adobe Acrobat, Microsoft Word, Excel, and PowerPoint; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent. Four years of college level coursework in a related field desired. Education can be substituted for experience on a year for year basis.

Experience: Four years of broad and increasingly responsible secretarial experience including leadership or project management oversight. Experience in an educational organization preferred.