



## LOWELL JOINT SCHOOL DISTRICT

### FACILITIES & OPERATIONS SECRETARY/TECHNICIAN

Classified Salary Schedule  
Range 25

#### **JOB SUMMARY**

Under general direction, performs skilled administrative, analytical, and technical duties in support of the District's facilities and operations programs (maintenance and nutrition services); coordinates the office activities; performs complex financial record keeping; and performs other duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

*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 the classification.*

- Organize and perform a variety of complex and technical administrative duties in support of the day-to-day operations of the facilities and operations program.
- Prepare and maintain detailed and complex logs, files and records; including financial and statistical reports.
- Maintain lists of qualified vendors and recommend which ones should be invited to participate in projects.
- Compose correspondence either independently or from oral instructions.
- Respond to inquiries from staff, District personnel or the community according to established procedures; provide information or directions to appropriate personnel; maintain confidentiality of sensitive information.
- Correspond with vendors and others, both orally and in writing, regarding technical facility processes or projects.
- Compare and contrast invoices with original bids or quotes to ensure completeness, identifying errors and omissions.
- Process and issue work orders while managing the District's work order system.
- Process invoices; prepare routine requisitions and documents in preparation for bidding process.
- Prepare routine reports to the Board of Education and correspondence to developers and government agencies.
- Coordinate requests for proposals or bids, pre-qualifications, and performance evaluations for consultants or bidders.
- Provide specialized or technical information
- Prepare materials for district, county, and state construction meetings and follow up on issues and actions.
- Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education/Training/Experience:**

High school diploma or equivalent supplemented by coursework in general office practices and computer programs; three years increasingly responsible secretarial or clerical experience. Actual experience may be substituted for coursework on a year for year basis.

##### **Licenses/Certificates/Special Requirements:**

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

- District organization, operations, policies, and objectives.
- Understand and apply confidentiality to sensitive district information.
- Modern office methods, procedures and techniques.
- Telephone and public relations techniques.
- Budget monitoring and control.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling and punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Business correspondence, report preparation and composition techniques.

**Ability to:**

- Develop and monitor record keeping system.
- Analyze, interpret, and explain various procedures and statistical data.
- Maintain and prepare complex records and reports.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Maintain confidentiality regarding sensitive district information.
- Work effectively in a demanding environment.
- Work independently with little direction and provide work direction to others.
- Send and receive emails and research information through the Internet.
- Prioritize workload and conflicting demands.
- Problem solve to analyze issues, create plans of action and reach solutions.
- Analyze and evaluate data for specific use.
- Make effective decisions and take independent action.
- Meet schedules and time lines.
- Use time management techniques to organize and prioritize work.
- Maintain reliable, consistent, punctual regular attendance.
- Communicate effectively in writing and orally, to both groups and individuals.
- Use interpersonal techniques with tact, patience and courtesy.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment 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. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:**

Physical demands of this position include sitting most of the time, but may involve walking or standing for brief periods; ability to exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects; perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

**Mental Demands:**

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with constant interruptions; and interact cooperatively with District staff, vendors, contractors, other organizations, and the general public.

**Work Environment:**

While performing the duties of this position, employees will work in an office setting where the noise level is usually quiet. Negative interactions with employees and vendors can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*

**WORK PERIOD:** 12 months per year, 5 days per week, 8 hours per day