

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: FACILITIES SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Planning & Construction, perform a variety of specialized accounting and administrative support duties related to Planning & Development operations and activities; prepare and edit related board items; develop and maintain spreadsheets; process and evaluate developer fees, bills, invoices and facility use applications.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of specialized accounting and administrative support duties related to Planning & Development operations and activities; provide support for construction, renovation and addition projects related to services provided for District students in various cities.

Collect and account for developer and homeowner fees; process and evaluate related forms, documents and information; determine property location and project type; calculate appropriate fees; prepare, duplicate and distribute development certificates.

Compose and edit, independently or from oral instructions, note or rough draft a variety of agenda and consultant items in support of Planning & Development in accordance with established requirements; compile, assemble, prepare and process information for agenda and consultant items.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data related to developer fees, income expenditures and assigned activities; utilize a computer to input data, develop and maintain spreadsheets and generate a variety of computerized reports.

Review, process and evaluate invoices and other billings as assigned; verify accuracy of invoices; assure availability of funds, initiate budget transfers and prepare invoices for payment; prepare and process new requisitions as needed.

Process facility use requests and related applications; verify appropriate signatures and accuracy of related insurance certificates; calculate, collect and account for facility use fees; duplicate and distribute approved certificates and other related documentation to appropriate school sites.

Serve as technical resource to staff, outside agencies and the public concerning assigned Planning & Development functions; respond to inquiries and provide technical information concerning related forms, applications, transactions, fees, standards, practices, policies and procedures.

Review various financial and statistical records, reports, forms, documents and statements related to Planning & Development for accuracy and completeness; compare and reconcile reports, forms and other financial documents; identify errors and make corrections and adjustments as needed.

Research, compile, prepare, verify, calculate and revise a variety of accounting data; prepare and

maintain a variety of financial and statistical records, reports and files related to fees, billings, projects, contracts, income, expenditures and assigned activities.

Coordinate communications and information between parents, developers, clients, homeowners, District staff and others; initiate and receive phone calls; schedule and arrange meetings; compose a variety of correspondence such as letters, forms and memos.

Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Prepare and update documents related to facility use policies and regulations in response to Board resolutions and other administrative actions as directed.

Compile and assemble records for audits as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies, objectives and guidelines related to assigned Planning & Development functions.

Basic terminology, practices and procedures related to planning and development activities.

Methods, procedures and terminology used in technical accounting work.

Agenda item, business letter and report writing, editing and proofreading.

Financial and statistical record-keeping techniques.

Preparation of comprehensive accounting reports.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Use and processing of invoices, requisitions and related documents.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Mathematic calculations.

**ABILITY TO:**

Perform a variety of specialized accounting and administrative support duties related to Planning & Development operations and activities.

Process and evaluate developer fees, bills, invoices, facility use requests and related forms, documents and information.

Compose agenda items, correspondence and other materials independently or from oral instructions.

Collect and account for various fees.

Utilize a computer to input data, develop and maintain spreadsheets and generate a variety of computerized reports.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Identify, investigate and resolve financial errors and discrepancies.

Assemble, organize and prepare data for agenda items, records and reports.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others..

Meet schedules and time lines.

Perform mathematic calculations quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting, business administration or related field and two years secretarial, accounting or related experience including some work in support of a planning, development or construction-related office.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*