

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Facilities Analyst

DEFINITION

Under limited supervision, assists the Director of Maintenance & Operations with administrative work associated with maintenance and operations, construction projects, and modernization and/or repairing existing District facilities. This position is responsible for establishing, maintaining, and reporting all necessary accounting procedures meeting California State Education Code, California State Public Contract Code, California State Government Code, Civic Center Act, Division of the State Architect, and California State Office of Public School Construction requirements and assists in the contracting and management of facilities construction and modernization, along with other duties as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assists the Director in the performance of administrative responsibilities
- Provides a positive, pleasant, supportive reception to the public
- Participates in job site meetings among staff, contractors, architects, inspectors and engineers as needed
- Assists in the coordination of the placement of relocatable classrooms including evaluation of sites for locations, placement and hook-up
- Assists in the development, preparation and administration of the competitive bidding processes and contractual documents
- Develops and maintains construction project files by project and site
- Makes proper journal entries or transfers to maintain integrity of funds and sets up purchase requisitions
- Keeps immediate supervisor informed of status of construction projects
- Assists in planning, coordinating, scheduling and managing District moves of staff and furniture and equipment into new school and between existing facilities
- Assists with application, submittals and closeout of projects
- Assists in preparing maps, notices, public information documents, and other information items as directed
- Performs complex and technical accounting procedures and prepares reports as needed for multi-year contract projects. Works with architects, engineers, inspectors, and contractors to establish and maintain budget construction contract, payment, and invoice schedules
- Processes construction progress payments and monitors for any claims, stop notices, retention payments, back charges, and liquidated damage charges
- Works closely and cooperatively with state agencies and outside auditors in gathering data and preparing reports for their review
- Processes and coordinates fees for facility use with schools and administration
- Works cooperatively with Accounting, Budget, and Purchasing to reconcile anomalies and improve accuracy of all reports
- Maintains, updates, and assists in developing department and project budgets
- Communicate with county and city or town planning departments, County Assessor's Office and other state and local agencies to gather information
- Assists in preparing work orders

- Assists in the preparation of agenda items for Board of Trustees and District committee work
- Maintains and monitors the budget of the department and department programs
- Prepares the agendas and sets up meetings for the Director; may attend meetings to take minutes and prepare minutes/summaries
- Performs other related duties and responsibilities as assigned

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION:

- Associate degree (A.A.) or equivalent from two-year college or technical school or equivalent work experience

EXPERIENCE:

- Substantial training in bookkeeping or accounting applied to school finance
- Four years of increasingly substantial and responsible experience in administrative, facilities operations, accounting, and secretarial work

KNOWLEDGE OF:

- Expertise in working with computers, preferably PCs, and computer programs, including expertise in Excel, Word, PowerPoint, and ESCAPE or other similar financial accounting systems
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office methods, equipment and procedures
- Interpersonal skills, including tact, patience and courtesy

ABILITY TO:

- Respond promptly to requests of sites to provide needed information, assistance, training, materials and resources
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files
- Establish and maintain cooperative working relationships with those contacted during performance of job duties
- Perform mathematical calculations with speed and accuracy; compute square footage and acreage; work confidentially and with discretion
- Work with a high degree of independence and perform difficult and responsible administrative, accounting, secretarial and clerical work with speed and accuracy; analyze situations and make decisions in procedural matters without immediate supervision
- Understand and implement complex oral and written instructions
- Effectively communicate orally, in person, on the telephone, and in writing
- Ability to type accurately at 55 words per minute
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information
- Understand accounting and double-entry bookkeeping principles and procedures
- Use appropriate laws, codes, regulations, requirements, and standards related to assigned area(s) of responsibility
- Operate standard office machines, including computers and software applications for the specific areas of responsibility, including financial software and state software programs

DESIRABLE QUALIFICATIONS:

- BA degree in applicable field
- Ability to communicate in Spanish

PHYSICAL DEMANDS: Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs.), bending, standing, climbing, walking and getting down of the floor

The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.

First Reading: 11/15/11

Approved: 11/15/11

Revised by Classification Study Committee: 7/27/16

Approved: 9/4/18