

## FACILITIES ASSISTANT

### DEFINITION

Performs a variety of paraprofessional staff duties in a plant facilities department at a college, which includes processing various documents related to facilities planning and construction projects, programs and budgets.

### TYPICAL DUTIES

- Prepares and processes various operational documents such as Construction Contracts, Professional Service Agreements, Change Orders, Amendments, and Board items involving construction projects.
- Prepares and processes informal bidding documents for construction projects.
- Interprets and explains rules, regulations, policies, and procedures related to construction contracts to college personnel, prospective bidders, and representatives from other agencies.
- Answers inquiries from District personnel and contractors regarding account balances, expenditures, and other related matters involving construction projects.
- Inputs, distributes, and tracks work orders for maintenance projects using a computerized work order system.
- Makes inquiries with vendors and solicits bids for goods and services.
- Processes invoices for construction contracts and professional services agreements.
- Prepares and processes purchasing documents for maintenance projects.
- Monitors and maintains various construction project accounts including funding source and timelines.
- Processes payroll and personnel documents for the assigned office.
- Prepares correspondence, reports, and memoranda involving the work of the assigned office and may review and edit material, prepared by others, for accuracy and compliance with guidelines.
- Searches records and obtains information and/or documents from offices and agencies such as the Los Angeles County Recorder's Office and the State Contractors' License Board.
- Sets up and maintains office records, files, and other information of the assigned office.
- May assist in the disposal of outdated or old equipment for a college.
- May provide work direction and training to assigned clerical staff.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Facilities Assistant** provides paraprofessional staff assistance to a plant facilities department, which includes responsibilities for processing various documents related to facilities planning and construction projects, programs and budgets. Construction projects processed by the office do not exceed \$100,000. A working knowledge of administrative procedures, rules, and policies related to construction projects is continuously applied in performing the duties of this class.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Senior Facilities Assistant** provides paraprofessional staff assistance to the Facilities Planning and Development department at the District Office, which includes responsibilities for processing various documents related to District-wide facilities planning and major construction projects, programs and budgets as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system. Construction projects exceed \$100,000. A working knowledge of facilities planning and development administrative procedures, codes, rules, and policies is continuously applied in performing the duties of this class.

An **Administrative Aide** applies a working knowledge of established procedures and policies in the areas of: budgeting, purchasing, personnel, payroll, contracts, scheduling, and other centralized administrative activities. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties. The class of **Administrative Aide (Confidential)** is distinguished from the class of **Administrative Aide** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

## SUPERVISION

General supervision is received from the Facilities Manager. Functional supervision may be exercised over assigned clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Policies, regulations, procedures, and precedents applicable to construction contracts
- District policies and procedures related to general administrative and business transactions of the District
- Organization and key personnel of major operating units of the college and District
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing used in facilities planning and development
- Computer systems used for facilities work requests and projects
- Fundamentals of public relations techniques
- Basic research methods
- Report and business correspondence formats
- Proper business English, punctuation, spelling, and grammatical usage
- Organization and use of records and files

### Skill in:

- Use of computer equipment

Ability to:

- Perform difficult clerical and technical assignments independently
- Organize and coordinate the preparation and execution of assigned projects
- Understand, interpret, apply, and explain District rules, guidelines and procedures related to construction contracts
- Utilize computer software to design records, create and maintain files, manipulate data, format reports and publish final documents
- Critically review source data, detect, and correct errors
- Gather and compile data in written, tabular, and graphic form
- Evaluate work methods and efficiency
- Perform mathematical computations of moderate difficulty
- Effectively communicate orally and in writing
- Write clear and effective reports, correspondence and informational materials
- Meet schedules and time lines
- Train and provide work direction to others
- Provide leadership and technical assistance to others
- Establish and maintain effective relationships with administrators, staff and the public
- Maintain a variety of logs, files and records
- Learn specialized software applications

**ENTRANCE QUALIFICATIONS**

Education and Experience:

- A. An associate's degree, or its equivalent, from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, or a closely related field **AND** two years of full-time, paid experience in applying policies and processing documents related to clerical accounting, purchasing, and contracts. Qualifying experience must have also included providing extensive customer service.

**OR**

- B. Graduation from high school or its equivalent **AND** four years of full-time, paid experience with the Los Angeles Community College District which included two years of full-time, paid experience in applying policies and processing documents related to clerical accounting, purchasing, and contracts. Qualifying experience must have also included providing extensive customer service. College-level course work in computer applications and office technology (CAOT), business administration, and the use of computer equipment and software is desirable.