

SENIOR FACILITIES ASSISTANT

DEFINITION

Performs a variety of paraprofessional staff duties in the Facilities Planning and Development department, which includes processing various documents related to the operational activities of the department as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system.

TYPICAL DUTIES

- Maintains liaison with and provides assistance to facilities maintenance personnel on the college campuses regarding implementation of budget controls, funding, bid specifications, change orders, administrations of various contracts, inspection, and close out of DSA and other projects.
- Prepares and processes various operational documents such as Construction Contracts, Professional Service Agreements, Change Orders, Amendments, Notices of Completion, and Board items involving major District construction projects.
- Prepares and processes formal bidding documents for major District construction projects.
- Interprets and explains rules, regulations, codes, policies, and procedures related to construction contracts to District personnel, prospective bidders, and representatives from other agencies.
- Assists in the development of computerized project management systems to insure facilities related documents are executed and expenditures can be tracked.
- Inputs "blended fund" project records in computerized project management system, tracking state and local funds when the project is managed by contract project management firms.
- Assists in orienting District project managers and the staff of the campus facilities departments on the use of facilities forms on a computerized project management system.
- Creates, receives, verifies, inputs, and maintains computerized Vendor Forms.
- Answers inquiries from District campus personnel, contractors, and Surety/Bonding Insurance Agencies regarding project status, payments processed, expenditures, and other related matters involving major construction projects.
- Prepares and processes invoices for payments for major construction contracts and professional service agreements.
- Receives requests for services such as hazardous material removal, arranges for the services, and processes the invoices.
- Monitors and maintains various construction project accounts on a district-wide basis including funding source and timelines.
- Assists in the development of training manuals for bidding and contracting procedures and participates in training sessions for college staff on this topic.
- Prepares and processes property lease documents and use permits.
- Obtains property space information and selects predetermined standards for lease agreements.
- Maintains liaison with District personnel, property owners, and the public regarding the leasing of facilities and use of District property.

TYPICAL DUTIES (Cont.)

Prepares correspondence, board reports, miscellaneous reports, bulletins, and memoranda in relation to assigned projects 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 Division of the State Architect, the Los Angeles County Recorder's Office, the California Community College Chancellor's Office, and the State Contractors' License Board.

Prepares and processes purchasing documents for construction projects, and the facilities planning and development department.

Processes payroll and personnel documents for the assigned department.

Maintains an archive of blueprints and specifications for buildings of the Campus of the District, including electronic vault, implementation, maintenance and assignment of project numbers, and checks out materials.

Provide work direction and training to assigned clerical staff.

Disseminates new laws, regulations, and procedures to the facilities planning and development staff as well as the colleges as they may effect project executions.

Sets up and maintains office records, contracts files, facilities lease files, and project files.

Attends various meetings to answer questions about procedural matters relative to assigned areas of responsibilities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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, and other operational activities as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system. Incumbents provide support for construction projects that exceed \$25,000. A working knowledge of facilities planning and development administrative procedures, codes, rules, and policies is continuously applied in performing the duties of this class.

A **Facilities Assistant** provides paraprofessional staff assistance to a plant facilities department, which includes responsibilities for processing various documents related to a college's facilities planning and construction projects, programs and budgets. Incumbents provide support for construction projects that do not exceed \$25,000. A working knowledge of facilities planning and development administrative procedures, rules, and policies is continuously applied in performing the duties of this class.

An **Administrative Assistant, Administrative Services**, provides paraprofessional staff assistance to a Vice President, Administrative Services, in executing his/her administrative responsibilities over the areas of budgeting, purchasing, personnel, payroll, contracts, and other centralized administrative activities of a college. Use of computers and advanced software applications is an integral aspect of the duties.

DISTINGUISHING CHARACTERISTICS (Cont.)

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 possesses information relating to, the District's employer-employee relations.

SUPERVISION

General supervision is received from the Director of Facilities Planning and Development or his/her designee. Functional supervision may be exercised over assigned clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Policies, regulations, codes, procedures, and precedents applicable to major 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 in facilities project management
- Fundamentals of public relations techniques
- Basic research methods
- Report and business correspondence formats
- Proper business English, punctuation, spelling, and grammatical usage
- The basics of blueprint reading
- Organization and use of records and files

Skill in:

- Use of computer equipment

Ability to:

- Organize and coordinate the preparation and execution of assigned projects
- Understand, interpret, apply, and explain facilities planning and development administrative procedures, codes, rules, and policies
- 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
- Provide 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, business administration, or a closely related field **AND** four years of full-time, paid experience in providing administrative assistance in the construction field, which included applying policies and processing documents related to construction contracts.

OR

- B. Graduation from high school or its equivalent **AND** two years of full-time, paid specialized clerical experience **AND** four years of full-time, paid experience in providing administrative assistance in the construction field, which included applying policies and processing documents related to construction contracts. College-level course work in computer applications and office technology, business administration, and the use of computer equipment and software is desirable.

Special:

- A valid California Class "C" driver's license.
- Access to an automobile.