

**SANTA CLARA UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: FACILITY DEVELOPMENT TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Director, Facility Development and Planning, performs a variety of responsible secretarial and clerical duties; organizes and coordinates meetings and communications to assure efficient and timely completion of office, District and program projects and activities. Creates requisitions, collects, tracks and verifies invoices, payments, utility bills, developer fees, facility use fees, and other items. Assist the Director and Manager with research, project tracking and scheduling. Coordinates and tracks Safe Routes to Schools, California Environmental Quality Act (CEQA), Department of Toxic Substances Control (DTSC), Division of State Architect (DSA), Office of Public School Construction (OPSC), basic energy management, recycling, school site plans, and development related meetings and deadlines.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle representative duties.

Collects, tracks and verifies developer fees, facility leases, energy and water usage and use of facilities forms and required documents. *E*

Assist in gathering information related to growth projects to accommodate present and future educational needs; enrollment projections, and District boundary changes. *E*

Provides support with land acquisition and negotiation with developers. *E*

Assists and coordinates with Safe Routes to Schools. *E*

Assists with creating and coordinating a District recycling program. *E*

Tracks classroom use, new classrooms, spaces and areas on school campuses. *E*

Performs a variety of responsible secretarial and clerical duties; organizes and coordinates office activities and communications to assure efficient and timely completion of assigned projects and activities; arrange committee and other meetings, and attend in order to take minutes and prepare summaries. *E*

Resolves complaints and routine issues as required; composes correspondence and responds to routine inquiries independently. *E*

Communicates with various agencies, vendors, community services, and the public to coordinate program and department operations and to provide and exchange information on behalf of the department. *E*

Act as a liaison to other public or private agencies. *E*

Compiles data from a variety of sources and organizes it into appropriate reports; assists in organizing materials for distribution or for special projects; performs research as requested; prepares and processes applications, invoices, purchase orders, travel requests and other documents related to assigned programs; inspects reports, and reviews data for accuracy and completeness. *E*

Assists with the development and maintenance of annual program budgets; record purchases and expenditures; tracks budget printouts and verifies accuracy of records; researches and resolves errors or discrepancies; and maintains a variety of complex financial and statistical records according to established procedures and time lines. *E*

Completes reports, memoranda, schedules, lists, contracts, forms and other documents from a wide variety of documents, records, and reports related to special and on-going program or department operations and activities. *E*

Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Telephone, email, fax and in person techniques and etiquette.

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

Financial and statistical record-keeping techniques and software.

Various research methods.

Operation of a computer and assigned software.

### **ABILITY TO:**

Perform a variety of responsible secretarial and clerical duties and operate a variety of office machines including scanners, copiers, computer equipment and assigned software.

Communicate effectively both orally and in writing independently.

Interpret, apply and explain rules, regulations, policies and procedures.

Perform complex clerical accounting duties involving independent judgement and initiative.

Perform financial record-keeping duties.

Organize and coordinate office activities and communications to assure efficient and timely completion of office and program projects and activities.

Learn, apply, and explain department functions and District policies and procedures rules.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and timelines with frequent interruptions.

**September 2017**

**Santa Clara Unified School District**

Maintain records and prepare reports.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and two years of responsible experience in related fields. California school district or related Joint Powers Authority experience is preferred.

The District may, in its sole discretion, substitute extensive or unique experiences for required employment standard.

**LICENSES AND OTHER REQUIREMENTS:**

Requires a valid California Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Must have the ability to perform the primary functions of the job; utilize vision to observe computer monitor, and to hear, listen and speak to exchange information in person and on the phone; to observe, inspect and to monitor the completion of documents; sit or stand for extended periods of time, dexterity of hands and fingers to operate office equipment, bending, reaching overhead and above shoulders, and lifting and carrying objects weighing up to 20 pounds.