



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Facilities Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 54

BASIC FUNCTION:

Under the direction of the Facilities Executive Director, provide a wide variety of analytical and administrative support to the Executive Director; coordinate and perform construction-related activities and projects related to District facilities, maintenance, operations and the Bond Program; manage Facilities Office functions; assist with special projects including planning, budgeting, purchasing, bidding and other facilities-related activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate and perform construction-related activities and projects related to District facilities, maintenance, operations and the Bond Program; assist the Executive Director in the processing of projects through local, State and other jurisdictional agencies
- Assure timely closeout of school projects; work with architects, contractors, construction managers, inspectors, regulating authorities, and District buildings and grounds staff to resolve punch list items and other final activities
- Determine and coordinate furniture replacement for the District; oversee the purchase of new furniture; meet with architects/vendors for design and placement of furniture; confirm proper installation and determine need for changes as needed; develop standards related to furniture
- Manage Facilities Office functions; purchase office materials; oversee assigned budgets; create budget transfers for approval to cover purchase of furniture and equipment items; complete and submit applications for funding; monitor expenses on assigned projects to complete expenditure forms
- Prepare and maintain records, reports, plans and contracts related to assigned activities; maintain database of facilities plans; maintain property records of District-owned facilities; complete administrative paperwork required for special projects; manage architectural plans and archives; maintain files and records related to capital bond expenditures
- Serve as a technical resource for the office; communicate with various outside organizations; receive, respond to and resolve issues, concerns and questions or refer to appropriate administrator/department as needed; meet with managers and project managers to facilitate and coordinate administrative support activities; manage public information requests related to construction projects

- Coordinate construction activities with sites and maintenance staff for in-house and contract projects; act as liaison between administration, staff, contractors, consultants and other individuals; provide information regarding District construction projects; and interact with contractors and outside agencies to ensure compliance with District standards
- Prepare agendas and take detailed notes and minutes at various District meetings as assigned; organize and review facilities-related documents for the Board; submit Board documents to Superintendent's Office according to established time lines
- Manage inquiries related to prequalification of contractors; distribute and evaluate prequalification application of contracts
- Operate a variety of standard office equipment including a computer and assigned software

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Bond program, accounting, budgeting and purchasing systems

Contractor/bidding processes

Division of the State Architect, Office of Public School Construction, contracts and billing procedures

Operation of a computer and assigned software

Modern office practices, procedures and equipment

Interpersonal skills including tact, patience and courtesy

Oral and written communication skills

Department organization, operations and procedures

Record-keeping techniques

ABILITY TO:

Coordinate and perform complex and sensitive projects for the management of Facilities, Maintenance, Operations and the Bond Program

Manage facilities office functions

Perform professional-level functions including planning, budgeting, purchasing, bidding and other facilities-related activities

Serve as a technical resource for the department

Communicate effectively both orally and in writing

Analyze situations accurately and determine effective course of action

Establish and maintain cooperative and effective working relationships with others

Prepare and maintain records and reports

Operate standard office equipment including a computer and assigned software

Plan and organize work

Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or public administration or related field and three years of experience performing project management or related work

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Seeing to read a variety of documents which may require corrective lenses
Dexterity of hands and fingers to operate a computer keyboard
Bending at the waist or kneeling to file or retrieve materials
Sitting for extended periods of time