

## Sonoma County Office of Education – Job Description

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Classified

### **FACILITIES, OPERATIONS AND MAINTENANCE / EMERGENCY FACILITATOR DEPARTMENT ASSISTANT**

#### **Definition:**

This position supports the Facilities, Operations and Maintenance Department through varied responsibilities, under the supervision of the Director. The individual performs all duties with the highest level of customer service and be an integral part of emergency services coordination. Coordinates the flow of information among work teams and relays Director's assignments of work orders to internal staff and external support agencies. This position serves as an inter-department and agency liaison to coordinate emergency service functions and performs duties assigned by the Director of Facilities, Operations, and Maintenance.

#### **Distinguishing Characteristics:**

Advancement to this position would require the candidate to successfully demonstrate the following competencies: in-depth proficiency in word processing, spreadsheet, relational databases, and graphics media; and the ability to coordinate multiple projects including emergency services, requiring information from other sources. The successful candidate works well with groups and organizations outside of education; has superb collaboration skills; has demonstrated initiative in previously held positions; is self-directed; and wants to be a part of a collaborative, multi-department, flexible, innovative team.

#### **Supervision Exercised and Received:**

This position receives general supervision from the Director of Facilities, Operations and Maintenance.

#### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Serves as the support to Facilities, Operations and Maintenance department, performing technical and complex clerical and budgetary duties involving the use of independent judgment, proper handling of information and an understanding of departmental functions and procedures.
- Is the primary agent for Emergency Operations Services liaison duties with the county agencies, such as coordination of emergency teams, planning and coordination of periodic drills, and other duties associated with these responsibilities. Serves as the County Office of Education representative when assigned in emergency situations to the Emergency Operations Center.
- Participates in federal, state and local emergency trainings.
- Analyzes, develops and maintains budget records and files. Prepares and inputs accounting forms, such as, purchase orders, work orders, requests, budgets and assignments. Receives and processes accounts payable, prepares periodic printouts of financial activity and summary reports.
- Annually assists with preparation of the Maintenance & Operations budget, including but not limited to gathering and compiling required information or reports.

- Develops and maintains a working knowledge of special terminology related to the function to which assigned.
- Develops and maintains emergency supply inventory for departments.
- Processes fixed asset requests, reconciles and updates the fixed asset inventory. Assists with the year-end closing process for fixed assets, meets with auditors, and assists outside agencies with the inventory process.
- Analyzes and compiles capital asset information and records the depreciation schedule within the financial database.
- Assists as needed with tenant improvement and new construction projects.
- Files all construction projects with the Department of Industrial Relations (DIR).
- Maintains critical safety information and files related to regulatory agencies (i.e. Safety Data Sheets (SDS, Occupational Safety & Health Administration (OSHA), Office of Public School Construction (OPSC), etc.)
- Assists with creation and distribution of projects documents. (i.e. Notice Inviting Bidders (NIB), Notice of Award (NOA), Notice to Proceed, Notice of Completion, etc.)
- Maintains project files and tracks project status, Department of State Architects (DSA) notifications and change orders, etc.
- Manages documents for Facilities Inspection Tool (FIT) inspections, including visitation of sites.
- Independently composes and distributes common correspondence and routine forms.
- Receives walk-in guests and telephone inquiries.
- Provides information and resolves matters as appropriate.
- Coordinates and schedules meetings as directed. Makes travel arrangements as assigned.
- Assists with operations of the Safety Advisory Committee as assigned.
- Attends informational meetings as assigned. Records, transcribes, and distributes minutes of proceedings as directed.
- Maintains facilities, operations and maintenance reports, meeting notes and committee records.
- Works closely on construction projects, including attending construction meetings.
- Coordinates the scheduling, quality control and completion of small capital projects for SCOE owned facilities.
- Coordinates all aspects of the countywide District Cut Stock Paper procurement (ie. Board Agenda documents, NIB, NOA, vendor contracts, ordering, delivery, invoicing, and reconciliation of District payments.)
- Works with County Office of Education Leadership Team members as assigned.
- Serves as the contact for site security monitoring vendor (ie. coordinating new employee building access assignments, maintaining current staff list, scheduling inspections, etc.)
- Provides information to the Director of Communications regarding facilities, emergency drills and trainings.
- Coordinates training of internal staff related to operations, protocols and emergency preparedness.
- Coordinates Emergency Response drills.
- Works with department staff to maintain up-to-date emergency supplies.
- During an emergency, ensures that all response activities are conducted safely and checks utilities, shutting utilities off if necessary; keeps the Emergency Operations Center director apprised of and alert to any potential problems.
- During emergency response activities, identifies and arranges for mitigation of on-site hazards and unsafe situations.

- Assists in maintaining and updating the Emergency Operations Plan for the County Office and developing annual program goals.
- Maintains a system of records and statistics on County Office Emergency Preparedness and Safety activities, including records of meetings and trainings.
- Facilitates the scheduling and organizing of workshops and training sessions on safety topics and emergency preparedness as assigned.
- Establishes and maintains clear communication and cooperative working relationships with inter-department staff, other agencies, regional and state administrators through announcements, letters, telephone communications, attendance at meetings and site visits.
- Coordinates with outside agencies for the maintenance of all fleet vehicle needs.
- Performs other duties as required to accomplish the objectives of the position.

## **Employment Standards:**

### ***Knowledge of:***

- Office practices, procedures and equipment, calendaring, receptionist and telephone techniques, letter and report writing.
- Activities associated with accounting, budget and statistical record keeping.
- Working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, relational databases, presentation graphics, and data entry onto custom databases.
- Proper English usage, grammar, spelling, punctuation, and proofreading/editing.
- Sufficient math skills to compute sums, products, ratios, decimals, and percents.
- Sufficient knowledge of and skill in using and troubleshooting various standard office machines, including computers with word processing, database, desktop publishing, and spreadsheet applications.
- Sufficient human relations skills to communicate technical concepts and issues to others and convey a positive, service-oriented image of the department.
- Construction practices as it relates to OSHA, DSA, OPSC, etc.
- Laws, principles, practices, methods and strategies applicable to emergency preparedness.
- Inter-agency relationships and effective methods of program coordination.
- Experience coordinating calendaring and travel arrangements.
- Experience with and knowledge of professional development offerings.
- Safe work practices.

### ***Ability to:***

- Be flexible, adaptable and able to respond to emergency situations in a calm and supportive manner.
- Perform all of the relevant duties of the position with minimal supervision.
- Collaborate with others.
- Perform complex office and secretarial work with speed and accuracy.
- Interpret, explain, and apply knowledge of County Office of Education policies and procedures.
- Compile and maintain complex records and prepare routine reports.
- Maintain confidential written and oral information.
- Analyze situations accurately and adopt an effective course of action.

- Establish and maintain effective relationships with County Office of Education personnel and outside agencies.
- Demonstrate tact, diplomacy, and courtesy that reflects positively of the County Office of Education.
- Adapt and demonstrate flexibility and initiative in difficult situations.
- Analyze technical problems, and apply appropriate solutions.
- Read, understand, interpret, and apply information from contracts and state, federal, and local laws and regulations.
- Write correspondence in a professional manner.
- Prioritize work in order to meet multiple deadlines, maintain schedules, and coordinate workload and schedule with administration.

***Computer Skills:***

- Intermediate desktop publishing.
- Maintains department website information.
- Advanced word processing and database, calendar coordination and spreadsheet skills.

**Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

- An Associate’s degree in a business or related discipline is preferred.
- Additional experience in a related field may substitute for education.

***Experience:***

- Three years of increasingly responsible secretarial work for a senior-level manager/director/department head, preferably in an education or public service environment.

***Physical Abilities:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping.
- May need to occasionally lift up to twenty (20) pounds and in excess of twenty (20) pounds with assistance.
- May need to occasionally lift and carry up to twenty (20) pounds and in excess of twenty (20) pounds with assistance for short durations.
- Requires visual acuity sufficient to recognize people, words, and numbers and sufficient to read manuals, video display screens, and other related material and to work at a computer screen frequently and throughout the day.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.

- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***Other Requirements:***

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Adopted: May 21, 2018
- Revised: May 18, 2020
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission