

CONSTRUCTION & FACILITY PROJECTS COORDINATOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned manager, the job of Construction & Facility Projects Coordinator is done for the purpose of supporting the program directors, managers and staff in carrying out their functional responsibilities, and serving on behalf of the administrators; ensuring and maintaining efficiency of office operations and productivity of personnel; coordinating work schedules, meetings, planning and construction master calendars; documenting and communicating information, activities and actions; providing interpretations, comparisons and/or recommendations; providing confidentiality and system of access to information; directing correspondence for prompt action; determining appropriate action to achieve resolution; coordinating and directing inquiries to appropriate parties.

DISTINGUISHING CHARACTERISTICS

This job is a single position class in the Facilities Planning and Construction Department distinguished from similar jobs by the following characteristics: Positions in the secretarial/administrative/technical family provide progressively more responsible technical, secretarial, administrative support to district or program administrators and programs, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The class of Construction & Facility Projects Coordinator applies knowledge and understanding of the facility planning and construction process to perform a variety of responsible duties to coordinate the people and events of the program, the office and other activities in relieving multiple directors of administrative duties. Supervision is general and the incumbent frequently initiates actions on behalf of the administrators in accordance with general directions, existing policy and standard facility planning and construction activities. This class differs from the Administrative Assistant which performs a variety of complex secretarial and administrative duties to coordinate program, office and other activities that are the responsibility of an assigned district administrator.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of technical duties (e.g. create, edit, integrate graphics, text, video; convert files between various formats; etc.) for the purpose of updating and maintaining the construction bond website and related web pages
- Coordinates input from bond program office staff to determine the proper artistic and visual layout for the construction bond web site and pages for the purpose of ensuring conformance to applicable District standards, maintaining a cohesive and quality appearance, effective design, and ease of access to web site information and links
- Compiles information from various sources (databases, construction deadlines, program assessments, funds, contract requirements) for the purpose of organizing information for report preparation or data entry
- Assists the Construction Projects Information Technician in maintaining and producing reports from the program's critical path method project planning and construction database

CLASSIFIED

- Ensures distribution of information, materials, and documents as needed to prepare for meetings and negotiations between department managers and staff with architects, contractors, vendors regarding construction projects
- Assist department managers in coordinating all projects and updating staff and project calendars as needed to ensure timeliness of meetings and implementation of decisions
- Check reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as necessary
- Coordinates various program and office functions, activities, communication and documentation (e.g., meetings, presentation of materials, master schedules, appointments, calendars, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel, bond office functions, activities, communication and document management (e.g. meetings, presentation of materials, master schedules, appointments, calendars, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel
- Designs/produces a variety of materials (e.g. reports, presentations, memoranda, letters, spreadsheets, records, forms, schedules, etc.) for the purpose of communicating information to the board of trustees, bond oversight committee, state, county and/or other agencies
- Maintains records and files for the purpose of preventing assessment of penalties, ensuring compliance with financial, legal and/or administrative requirements
- Prepares a variety of documents of varying levels of complexity (e.g. correspondence, agendas, minutes of meetings, executive summaries, board policy revisions, reports, memoranda, etc.) for the purpose of documenting and communicating bond program activities and actions to other staff, various outside agency representatives and/or community groups
- Oversees assigned bond program activities and department workload for the purpose of providing appropriate orientation, training and/or supervision to other personnel; coordinating activities, identifying potential additional resources and/or possible intervention required to ensure that departmental services are provided efficiently in accordance with bond program objectives
- Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for the purpose of documenting and communicating bond program activities and actions
- Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to appropriate parties
- Responds to inquiries and/or concerns for the purpose of evaluating and determining the appropriate action/referral
- Support assigned bond program managers for the purpose of assisting them in carrying out their functional responsibilities and relieving them of administrative detail

OTHER JOB FUNCTIONS

- Performs other related duties as assigned

JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; construction terminology and scheduling; accounting/bookkeeping principles; office productivity software including spreadsheets, word processing, presentation, project management, and web system.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including computer applications software such as word processing, spreadsheets, presentations, project management and web design; preparing and maintaining accurate records; maintaining schedules for a team engaged in multiple major and complex facility construction projects; using a variety of pertinent software applications; planning and managing projects.

ABILITY is required to schedule a significant number of activities and interrelated calendars; routinely gather, collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined, but different processes; and operate equipment using standards methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working as part of a team; maintaining good public relations; learning, interpreting and applying rules, regulations and policies; performing basic first aid; working with constant interruptions; and type at 55 words net per minute from clear copy.

RESPONSIBILITY

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling.

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Generally the job requires 70% sitting, 15% walking and 15% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

EDUCATION

High School Diploma or equivalent supplemented by college courses in secretarial science, construction management, or related field.

EXPERIENCE

Three years of increasingly responsible secretarial, administrative and or technical experience involving frequent contact with the public and at least one year of the experience must have been in a construction/trades/maintenance setting

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.