

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### MAINTENANCE AND OPERATIONS SPECIALIST

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#### **DEFINITION:**

Under the direction of the Senior Director-Maintenance and Operations, perform specialized accounting and budgeting duties and analysis pertaining to construction projects; oversee the implementation of District Maintenance and Operations accounting processes; collect and report construction data; receive and disburse facilities funds in accordance with established guidelines, policies and procedures; assist in preparing budgets and related reports.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process agendas to assist with the awarding of bids for construction projects; process and execute construction contracts; assure contract compliance with insurance, bond and other requirements.
- Process requisitions for purchase orders, payments and claims in accordance with established rules and regulations; monitor and modify documentation from implemented notices and change orders; utilize online requisitioning procedures as required.
- Assist with the monitoring of budgets; identify irregularities and prepare budget transfers as required for assigned projects; maintain an accurate and current record of program revenues and expenditures by fund, project and budget.
- Assure document compliance with local, State and federal reporting requirements, rules and regulations and District policies and procedures.
- Perform public relations and communication services for the Senior Director; receive, screen and route telephone calls; take and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events.
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings and projects.
- Compile information and prepare and maintain a variety of records and reports related to billings, schedules and assigned activities; establish and maintain filing systems.
- Input various data into an assigned computer system; maintain automated records and files; generate computerized lists and reports as needed.
- Communicate with personnel, outside agencies and the public to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience:**

- Any combination equivalent to: graduation from high school and three years accounting or clerical experience.

#### **DESIRED QUALIFICATIONS:**

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- Public contract codes and bid limit thresholds.
- Uniform Public Construction Cost Accounting Act and Education Account Code Structure.
- Deferred maintenance school facilities components, liability insurances and bond sureties.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic arithmetic.

Ability to:

- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Compile and verify data and prepare reports.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and time lines.
- Make arithmetical calculations with speed and accuracy.

**WORKING CONDITIONS:**

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 1/19/99**

**Unit Approved: 6/21/99**

**Board Approved: 7/12/99**

**FLSA Status: Non Exempt**

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