

SPECIAL ASSISTANT, FACILITIES SERVICES

DEFINITION

Assists a Facilities executive by directing and participating in a variety of administrative and analytical activities related to facilities activities.

TYPICAL DUTIES

Directs special projects at the discretion of an executive.
Directs and oversees the progress and ensures timely completion of special projects assigned to technical staff.
Organizes, synthesizes, integrates and communicates complex information for executive decision-making.
Plans, coordinates, and supervises studies; writes reports and presents findings to facilities management staff.
Directs the preparation and publishing of reports, bulletins, and procedure manuals and edits for form, content, grammar, syntax, and style.
Consults with and advises the executive on strategies for implementation of policies and procedures related to the activities of the Facilities Services Division.
Conducts meetings and makes oral presentations regarding school facilities issues.
Reviews proposed legislation and analyzes its effects on selected facilities programs.
Coordinates activities of consultants hired to assist the executive.
May represent the executive at meetings or events.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Special Assistant, Facilities Services performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

A Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

A Special Assistant, Facilities Services receives administrative direction from an executive. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of business and public administration related to business and office systems, procedures, and policies
- Research techniques, including statistical analysis and graphic presentations
- Financial and project management computer software
- Principles of supervision and personnel management

Ability to:

- Represent an executive regarding complex facilities issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
- Estimate project requirements and organize resources to meet established goals and deadlines
- Present information regarding District programs in a proactive, complete, and media-sensitive manner
- Work with all levels of District employees, including Directors of each of the specialized Facilities Services Division units and outside consultants working for the District
- Analyze written materials and oral communications
- Analyze and implement systems and procedures
- Make appropriate recommendations
- Prepare clear, concise reports and make recommendations
- Make effective oral presentations and conduct meetings
- Communicate effectively orally and in writing
- Supervise effectively
- Operate a computer workstation

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a degree in engineering or architecture.

Experience:

Four years of experience in administrative or staff positions with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, report writing, and real estate and/or facilities development. Experience in project management systems such as Primavera or Microsoft Project, or Excel is desirable.

Special:

- A valid California Driver License
- Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.