

## ADMINISTRATIVE ASSISTANT, BUILDING PROGRAM

### DEFINITION

Assists a branch director in the Facilities Services Division by coordinating established administrative functions; implementing branch policies; and resolving administrative problems and emergency situations involving the public, contractors, architects, government agencies, and school district personnel.

### TYPICAL DUTIES

- Coordinates the review of applications and various documents required by the State Allocation Board for building programs that may require Board action.
- Calendars, organizes, composes, and is responsible for the preparation of Board reports, including but not limited to applications to be submitted to the State Allocation Board, acceptance or rejection of bids, appointment of architects, engineering services, and emergency contracts.
- Analyzes and verifies claims of errors by contractors on their submitted bids.
- Coordinates and supervises the preparation of Facilities Committee agendas and required support communications, reviews agendas with branch directors and the division head prior to presentation to the Committee, and participates in the presentation and discussion of matters before the Committee.
- Obtains and summarizes information from records, other offices, and other agencies as necessary to respond to inquiries from Board Members and senior staff.
- Exercises judgment in screening correspondence and telephone calls, referring them to the appropriate administrator.
- Secures interpretations of District rules, regulations, and procedures relative to contracts, building programs, and the capital outlay program and provides this information to contractors, architects, the public, and district administrators.
- Participates in the development of policies and procedures of the Facilities Services Division, exercises discretion in disseminating information and interpreting policies and procedures, and speaks for the Director in meetings and telephone contacts.
- Coordinates the review and editing of outgoing reports, memorandums, and letters; secures necessary approvals; supervises the distribution of correspondence and maintenance of follow-up process; and develops report formats.
- Coordinates and maintains the Director's calendar, arranges appointments, meetings with city, County, and State officials relative to building programs, makes travel arrangements and develops committee and meeting agendas.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Administrative Assistant, Building program, coordinates certain administrative procedures, functions and implementation of branch policies and assists a branch director in the Facilities Services Division by resolving administrative problems and emergency situations arising in the daily operations of the Branches.

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

## SUPERVISION

General direction is received from a branch director. Supervision is exercised over clerical staff. Functional supervision is exercised over administrative and clerical policies, procedures, and practices in the Division.

## CLASS QUALIFICATIONS

### Knowledge of:

Activities, policies, practices, rules and regulations of the District related to school building projects  
Policies and procedures of Facilities Services Division and requirements of the State of California, City of Los Angeles, County of Los Angeles, and the District relating to building programs  
Methods, practices, terminology, and policies of the building construction, mechanical, electrical and architectural fields  
Principles and practices of public administration as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal policies

### Ability to:

Exercise judgment and discretion in applying and interpreting regulations and policies related to Facilities Services Division  
Establish and maintain effective working relationships with other Division employees, officials of the District and other agencies, contractors, architects, and the public  
Analyze, prepare, and review correspondence and reports  
Revise and formulate organizational policies and methods

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a degree in public or business administration or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Experience:

Four years of experience in office management including experience in a major construction program and responsibility for such activities as administrative analysis and control, budgeting, contractual relations, and personnel relations.

### Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
11-15-18  
MHO