

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Facilities Planning Specialist/Support Services

BASIC FUNCTION: Under the supervision of the area Director, provides administrative support services for the management and supervision staff in the Facilities Planning, Design, and Construction department, prepares financial, statistical, and technical reports and performs secretarial and clerical tasks.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Prepares financial, statistical, and technical reports to support the District's application for capital funding to the State and other funding agencies.
2. Prepares Board agenda items and technical support documentation for submission of Board agenda items.
3. Keeps District capital project records, and documentation and processes documents that pertain to State funded capital projects and District Measure "C" funded capital projects.
4. Gathers and prepares documents for the District's budgeting and accounting processes.
5. Maintains capital projects records in order to track capital projects, including, but not limited to: schedule, Board actions, funding, budget, accounting, and contractor and design professional information and background.
6. Maintains records and evaluates data necessary for preparing claims for specially funded projects.
7. Prepares financial, statistical, reports and technical support documentation for District capital projects independently.
8. Assists in the development of the District's long-range capital plan, the 5-year State capital plan, and other planning efforts.
9. Assists in the cataloging of District space and the development of the District's space inventory.
10. Provides support services to the management and supervision staff in the department.
11. Plans, schedules, and performs a variety of clerical and secretarial functions for the department.
12. Maintains files and operates a variety of office equipment.
13. May assign and review work of clerical personnel and student help.
14. Answers telephones and takes messages.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent, supplemented by college business courses is required. An associate degree from an accredited institution is desired.

EXPERIENCE: Four years of responsible administrative support work in a technology, engineering, construction, or equivalent operation or office is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Modern office practices and procedures; the construction industry and the business practices used to oversee and manage a large planning, design, and construction enterprise; budget and accounting terms and accounting principles, practices, and procedures.

ABILITY TO: Interpret and explain complex rules and procedures; prepare and edit financial, statistical, and technical reports and documentation and other materials; compose letters; independently interview, and communicate effectively with officials, faculty members, employees, vendors and contractors, and the public; compile and maintain accurate and complete records and reports; operate a computer terminal; operate calculator, preferably ten-key by touch; keyboard accurately at a speed of not less than 35 net words per minute; and establish and maintain effective relationships with other staff members and with the general public.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS:

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.