

## JOB DESCRIPTION

TITLE FACILITIES SPECIALIST

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree in business or related field from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Computer skills required (e.g. ability to use email, competent in Microsoft Word and Excel).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
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. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Director, Purchasing

#### GENERAL RESPONSIBILITIES

1. Assists in the development and preparation of educational specifications.
2. Facilitates the purchase of equipment and supplies for all new and remodeled facilities.

#### SPECIFIC RESPONSIBILITIES

1. Assists C & I coordinators and other appropriate staff to develop educational standards and specifications for the elementary, middle and high school levels.
2. Prepares spreadsheets of furniture, equipment and supplies to be purchased for new and remodeled facilities.
3. Spends time with and serves as liaison with principal, teachers and other school personnel, and district staff in the selection and purchase of furniture, equipment and supplies for new and remodeled facilities.
4. Prepares discrepancy models for consistent application of capital funds as they relate to school facilities and equipment.
5. Prepares requisitions for purchase of furniture, equipment and supplies for new and remodeled facilities.
6. Creates and maintains database for all projects.
7. Maintains current library of catalogs along with vendor contact information.
8. Assists Buyers in ensuring required furniture, equipment and supplies are bid, acquired and delivered in a timely manner.
9. Works with vendors to coordinate and ensure timely deliveries.
10. Assists School Office Managers in the tracking and receipt of orders.
11. Maintains accounting records for projects in progress and reconciles monthly Budget Summary reports.
12. Assists district staff with ordering information for furniture and equipment funded by District Capital Equipment Funds.

13. Assists in placing surplus furniture and equipment in schools where it's needed. Works with Warehouse Supervisor to get it transported from one location to another.
14. Performs other duties as assigned.