CLASS TITLE: FACILITIES ASSISTANT

BASIC FUNCTION:
Under the direction of the Director of Facilities, perform responsible secretarial, clerical and receptionist work related to the assigned functional area; assist the Director with administrative matters requiring knowledge of department policies and procedures, related VCOE rules and regulations, federal guidelines, and related codes and laws; organize and coordinate facilities use agreements, activities and communications.

DISTINGUISHING CHARACTERISTICS:
The Facilities Assistant performs experienced-level secretarial, clerical, and receptionist duties for the Director of Facilities responsible for reception, facilities use activities for multiple departments and organizations across multiple sites.

REPRESENTATIVE DUTIES:
Perform responsible secretarial, clerical, and receptionist work related to the function and programs to which assigned; plan, organize and coordinate activities to assist the Director of Facilities in administrative matters.

Schedule and coordinate facilities use activities to assure the proper use of VCOE facilities; monitor and adjust arrangements to assure facilities use activities are scheduled and conducted in accordance with established standards and procedures.

Greet visitors and answer telephones; provide information or redirect visitors and callers to appropriate personnel; provide detailed information and answer questions regarding VCOE and department programs, policies, procedures and regulations.

Organize and establish filing and record-keeping system; receive, sort and route internal and external mail and correspondence; assist to weigh, calculate costs, meter and distribute U.S. mail.

Assist in preparing and maintaining facilities use agreements and other financial records for assigned programs and functions; requisition meeting room supplies and materials to assure adequate inventory levels; record expenditures for equipment, supplies and maintenance; arrange for payments, purchase orders, and other expenditure documents.

Compile statistical and written reports from a variety of sources; assist in organizing materials for special projects.

Assure timely communications between department and VCOE employees and County, State, and federal agencies; make telephone calls to receive and transmit information; type memos, bulletins, letters and notices.
Compose, prepare, and distribute correspondence, handouts, meeting agendas, and other materials independently or from oral instructions. 

Research and compile information and compute statistical information for federal, State, and VCOE reports. 

Type a variety of items including inter-office communication, requisitions, forms, letters, special project reports, legal documents and other materials; establish and maintain project and confidential files. 

Prepare and maintain a variety of complex records, time sheets, lists; and file records including confidential materials. 

Schedule, arrange and confirm appointments and meetings. 

Process applications for use of VCOE facilities; inform applicants of costs; prepare invoices, collect monies and issue receipts; schedule, process changes and assure availability of facilities requested by VCOE, educational partners and outside agency participants for various meetings, workshops, and other activities. 

Operate office equipment such as a microcomputer, computer terminal, typewriter, fax machine, modem, printers, postage equipment, copier and calculator; utilize word processing, spreadsheet, database, graphics, scheduling and other applicable software applications. 

Coordinate key requests and off-hours security access requests between requesting entities, the Director of Facilities and Facilities staff. 

Provide support in the absence of the Communications Technician, Courier Mail/Inventory Technician, Audio/Visual Technician or other VCOE staff as assigned. 

In the absence of the Day Custodian, hoist and lower flags, prepare meeting refreshments and perform other non-heavy lifting assignments. 

Attend meetings, workshops, and in-service training related to assigned duties, program, and department. 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- VCOE and department organization, operations, policies, objectives and terminology.
- Applicable sections of the State Education Code and other applicable laws.
- Responsible secretarial, clerical and reception methods and responsibilities.
- Operation of computer equipment and various software applications used within the department.
- Modern administrative office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
Facilities use agreement preparation and monitoring and control methods.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:
Perform responsible secretarial, clerical and reception work related to assigned functions and programs.
Organize, coordinate and oversee facilities use activities.
Make arithmetic calculations quickly and accurately.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Plan and organize work.
Meet schedules and time lines.
Analyze situations accurately and adopt an effective course of action.
Maintain a variety of records including statistical and financial data.
Operate a microcomputer, computer terminal, and related software applications to enter data, maintain records and generate reports.
Type at 50 words net per minute from clear copy.
Compose correspondence and written materials independently.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Schedule and coordinate arrangements for large and/or multiple meetings, workshops and conferences.
Learn operation of satellite receiver, video duplicator, television and audio tape duplicator.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions, may involve periodic assignments in a warehouse environment (dusty and hot or cold); subject to constant interruptions.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;

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Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Hearing and speaking to exchange information on the telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.