



Project budgets.  
Performs related work as required.  
Scheduling and contract management programs.  
Public Contract Code and Division of State Architect process.

Interpret general laws, rules, and regulations affecting District purchases.  
Research, write and compile a variety of reports, and correspondence.  
Make recommendations concerning relevant areas of responsibility.  
Prepare reports as the Director, Facilities Planning and/or Director, Construction Services may request.  
Demonstrate a thorough understanding of policy and regulations.  
Communicate effectively orally and in writing.  
Produce quality work, requiring minimal revision.  
Use Macintosh and/or Windows based computer platform

