

FACILITIES ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may include the following.

- x Provides specialized technical administrative support as assigned; prepares spreadsheets, schedules, forms and documents for school facilities-related activities.
- x Prepares and maintains records and reports related to assigned activities; prepares according to established procedures; prepares monthly and annual financial Demand Reports including past and future projections; creates and management reports.
- x Prepares accounting analysis and reconciliation per established procedures.
- x Monitors audit process and performs related duties.
- x Manages multiple facilities-related funds per established procedures.
- x Analyzes contracts, specifications and addenda and prepares analysis accordingly.
- x Prepares and submits State reports including the State Facilities Report with time lines; verifies accuracy of required State Reports.
- x Communicates with personnel to exchange information and resolve issues.
- x

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college- level coursework in a related field and two years of experience working with budgets in a public sector or fund management experience in the construction industry.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to