

TECHNICIAN-FACILITIES SUPPORT

DEFINITION:

Under the supervision of the Director- Facilities, provides technical administrative and secretarial functions for the Facilities Planning Department; provides clerical support to the Construction Department as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs office activities related to meetings, informing and communicating with parents and other District personnel by telephone and personal contact in matters relating to Facilities and Construction operations and functions.
- Composes memos, letters and emails, types statistical and narrative reports, and maintains current data.
- Performs and coordinates administrative and clerical tasks in support of all facilities related functions
- Answers telephone and x elephon iPerfe-9 (h.3-9 (o 02.8)5 (a)5 0.9 (t)5.5 (nct)5116Tw 1.950 TdPer)1. C9s

