

## **SCHOOL FACILITIES AND OPERATIONS RECORDS SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a highly specialized position combining clerical and technical skills to develop and maintain a series of computerized records programs covering maintenance, contracts, energy use, safety and other facilities related matters. While duties may differ from one school district to another, incumbents generally relieve administrators of records management, scheduling and routine paperwork, and may also be required to produce various reports and analyses from the databases. General supervision is received from the Director of School Facilities and Operations III or from the Assistant Director of School Facilities and Operations with leeway for the exercise of independent judgement in carrying out the details of the work. Direction may be exercised over the work of others.

### **TYPICAL WORK ACTIVITIES:**

1. Produces specifications and contracts covering custodial, grounds and maintenance supplies and services; maintains files and databases concerning contractors and vendors costs and performance;
2. Inputs and updates work order information in a computerized maintenance record program and generates periodic reports;
3. Develops and maintains an energy-use database and produces analyses of information as requested;
4. Reviews present and projected Federal and State mandated safety and health related programs and keeps administrative staff abreast of changes;
5. Gathers and records information required for proper filing of forms and notices for Asbestos Hazard Emergency Response Act, Right to Know, Toxic Substance Law and related programs;
6. Coordinates with outside contractors on safety and health related problems and institutes correction measures where necessary;
7. Coordinates and schedules training programs for maintenance employees as mandated by law;
8. Updates the written hazardous communication compliance plan;
9. Assists in budget preparation and tracks computerized accounts and time records;
10. Tracks costs related to capital projects and construction and produces reports as required;
11. May act as office manager, performing and overseeing various clerical tasks;
12. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of microcomputer operation and software; good knowledge of office management principles and practices; working knowledge of the concepts of large scale building maintenance and preventive maintenance programs; ability to adopt established records to standard personal computer software packages; ability to read, understand and institute state and federal mandates for safety and health related programs pertaining to school districts; ability to understand and carry out detailed oral and written instructions; ability to perform numerical analysis functions; ability to communicate effectively both orally and in writing; ability to direct the work of others; ability to work independently; ability to maintain effective working relationships; initiative; physical condition commensurate with the demands of the position.

**SCHOOL FACILITIES AND OPERATIONS RECORDS SPECIALIST** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Completion of two (2) years (60 credit hours) of full-time education at a regionally accredited or New York State registered community or junior college, four-year college or university which included or is supplemented by a course in electronic data processing and two (2) years of office work experience relating to the building construction trades which included the use of electronic data processing equipment in recording construction or maintenance data;
- OR: (B) Graduation from high school or possession of an equivalency diploma and four (4) years of work experience as described in (A);
- OR: (C) Graduation from high school or possession of an equivalency diploma and four (4) years of secretarial or administrative work which included computer based budgeting, financial reporting and database management;
- OR: (D) An equivalent combination of training and work experience as indicated in (A), (B), and (C) above.

**SPECIAL REQUIREMENT:**

An appointing authority may require eligibility for a New York State Motor Vehicle Operator's license at time of application and possession of a valid license at time of appointment.

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