

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE, OPERATIONS AND FACILITIES CLERICAL TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, plan, schedule and perform a wide variety of skilled and responsible administrative, technical, and clerical duties in support of assigned administrator(s) and the Maintenance and Operations Department personnel, programs and services, including but not limited to the scheduling of transportation requests, distributing and ensuring security of campus keys for faculty and staff, and providing clerical support for facilities and construction operations and telecommunications services.

REPRESENTATIVE DUTIES:

Schedule and perform a wide variety of skilled and responsible administrative, technical and clerical duties in support of assigned administrator(s) and the Maintenance and Operations Department personnel, programs and services; facilitate communications between the supervisor and staff, public and other campus personnel. *E*

Process, monitor, and maintain work order requests; determine status of request; consult with other campus personnel to facilitate completion of requests. *E*

Distribute and maintain security of campus keys issued to faculty and staff; issue and maintain card keys for card reader program; maintain records and verify eligibility to receive keys; make keys when necessary. *E*

Maintain scheduling of transportation requests for campus personnel vehicle use; maintain list of eligible drivers and driver class requirements; arrange for rental of vans, cars, and buses as required; maintain transportation record for each trip; issue gasoline credit cards and track usage. *E*

Process requests for campus telephone service and trouble calls with the telecommunications staff; maintain and update campus telephone directory. *E*

Assist with the organization of the bid process for capital construction and scheduled maintenance projects, including but not limited to advertising bids, opening bids, taking notes at job walks, reporting bid results to the Board of Trustees and compiling and organizing related information. *E*

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; maintain confidential records and files; compose routine correspondence independently or from brief oral instructions from the supervisor. *E*

Operate computer equipment for the preparation, maintenance, and editing of a variety of documents, correspondence, reports, and related materials; operate a variety of standard office equipment; utilize word processing or other software programs as required by the position, including key program, card reader system program and work order system programs. *E*

Assist in monitoring budget and expenditures and maintaining financial records; order and maintain office supplies and other materials; monitor purchase orders; maintain current account balances; maintain inventory records of college property. *E*

Assist with the research and compilation of capital outlay and scheduled maintenance reimbursement claims in accordance with Chancellor's Office guidelines; assist with storm damage claims, including compiling damage information and submitting claims to surrounding cities and Federal Emergency Management Agency (FEMA), as needed. *E*

Communicate information in person, by telephone, or email where judgment, knowledge and interpretation of departmental policies, procedures and regulations are necessary; assist and communicate with students, faculty, parents and the general public with related inquires; communicate with vendors and contractors regarding purchases, deliveries and other related information. *E*

Coordinate activities of Maintenance and Operations office between the supervisor and staff, the public or other District officials; compose letters and other written materials as directed; assist with various committees related to department programs and services. *E*

Receive, open and distribute mail; receive visitors, arrange travel, schedule appointments, meetings and conferences; answer telephone calls and refer to appropriate staff members. *E*

Train and provide work direction to others as assigned; assure time sheets and absence forms are accurately and timely sent to Payroll; recommend new and revised office procedures as appropriate. *E*

Establish and maintain positive staff and public relations. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct operations, procedures and services of Maintenance and Operations Department.
State and Federal requirements related to capital and maintenance construction projects.
Personal computer operation, data entry techniques, word processing and other software programs.

Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Record-keeping techniques.
Construction terminology.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Receptionist and telephone techniques.
Oral and written communication skills.

ABILITY TO:

Plan, schedule and perform a wide variety of skilled and responsible administrative, technical and clerical duties in support of Maintenance and Operations Department.
Assemble diverse data and prepare clear and concise reports.
Maintain complex and varied files, records, and logs including financial data with strong attention to detail.
Learn, apply, interpret and explain policies, procedures, regulations and other guidelines of departmental operations.
Operate a variety of office equipment such as calculator, copier and facsimile machine.
Operate a personal computer to enter data, maintain records and generate reports, correspondence and other documents and related materials.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Provide work direction and guidance to others as assigned.
Work confidentially with discretion.
Assist with budget development and control.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in business, secretarial science or related field and two years of responsible secretarial, clerical and/or customer service experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and talk and/or hear to provide information to others. The employee is occasionally required to stand and walk. Position requires operating a computer and viewing a monitor for extended periods of time. While performing the duties of this job, the noise level in the work environment is usually quiet.