

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Facilities Project Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management and Planning	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-34/CSEA 125 Salary Schedule

---

**(Former Classification: Budget Technician I (assigned in Facilities))**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform clerical and technical assistance to the Project Managers, office administration, and other District departments as related to assigned duties to provide reasonable, timely delivery of services; assist in the development and maintenance of demographic and site databases for master planning and short- and long-range projections.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Provide information and assistance in the development and maintenance of site inventory data for short and long-range master planning; assist in the development and maintenance of support material and project applications for State programs. *E*

Receive, screen and direct calls and visitors to the appropriate person to ensure reasonable, timely delivery of services; coordinate schedules and communicate with others regarding meetings and appointments. *E*

Prepare and maintain accurate databases to monitor and update facility needs and capacities to ensure efficient and effective operation of the department. *E*

Monitor and provide assistance in the progress and development of construction projects to assist in ensuring project completion. *E*

Collect and input data using statistical software programs; forward to appropriate project managers or staff to analyze assigned projects, programs or services to accomplish stated goals; assist in the reviewing of collected data to ensure accuracy. *E*

Compose memos, letters or other materials independently from draft; assist in the preparation of Board agenda items and related materials as assigned. *E*

Maintain and prepare various statistical records and reports related to assigned projects and activities. *E*

Support and provide clerical or technical assistance to the Project Managers and staff; make arrangements and compile information and materials for District in-services and workshops. *E*

Operate a computer to enter data, maintain records and generate reports. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in statistical record keeping and three years of increasingly responsible clerical and technical office experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Statistical record-keeping techniques.  
Basic research methods.  
Methods of data monitoring and control.  
Current office terminologies, practices, procedures and equipment.  
Interpersonal skills using tact, patience and courtesy.  
Specialized functions, activities and operations of Facilities planning.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.

**ABILITY TO:**

Communicate, understand and follow both oral and written directions effectively.  
Compile, review, verify, maintain and prepare accurate statistical data and reports.  
Make computations with speed and accuracy.  
Monitor, adjust and reconcile data as assigned.  
Plan, prioritize and organize scheduled work to meet schedules and time lines.  
Learn and maintain current knowledge of applicable rules, regulations, requirements and restrictions.  
Type 40 words net per minute.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Work independently and confidentially with discretion and little direction.  
Complete work with many interruptions.  
Compose correspondence independently.  
Learn new or updated computer software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodation, if necessary, dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files; hearing and speaking to exchange information; seeing to read and maintain accurate records and reports; sitting for an extended period of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

***E= Essential Functions***