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<b>Position:</b>	Capital Projects Assistant I	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Construction and Engineering	<b>Salary Grade:</b>	11
<b>Reports to/Evaluated by:</b>	Director, Construction and Engineering	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Provides administrative and logistics support for capital construction projects including pre-bid communications, contractual monitoring of large capital projects, skilled secretarial support, and coordination of facility use.

**DISTINGUISHING CAREER FEATURES**

The Capital Projects Assistant I is a specialized position that, in addition to providing administrative services supporting the Director, facilitates communications, document and information flow, and customer service to construction project management. Advancement to this position is by need and appointment and requires a demonstrated ability to coordinate and perform a full range of administrative and clerical support to capital and other construction projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as first contact for the department, receiving department telephone calls, forwarding telephone calls to the appropriate staff member. Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
- Composes or prepares routine correspondence, minutes and recollections from meetings and proceedings. Creates and applies files and distribution lists to archive and communicate information.
- Receives and enters into a project management database, pre-bid and contractual documents, architectural and construction change notices, and other documents that support projects involving outside contractors, construction management firms, and agencies.
- Maintains chronological project files of contractual materials governing projects and scope of work performed, including work-in-progress items such as change orders.
- Assists, distributes and receives project planning proposal forms and memoranda to District organizational units to solicit requests for funding of small capital outlay projects. Prepares reports showing small capital outlay projects.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate manager or administrator.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.

- Assembles documentation and processes invoices and other financial transactions, verifying with others, completion of construction phases of capital projects within required time frames and contractual arrangements. Assists vendors and researches discrepancies on requests for payment.
- Assists in processing construction project Inspector time sheets, contractor project payment applications, purchase orders, invoices, expense forms, and other documents to ensure timely receipt of any payment for services and confirm completion of contracted work.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires a basic knowledge of construction and/or engineering office practices, procedures and equipment, including historical filing systems oriented toward projects. Requires extensive knowledge of office practices, procedures and equipment, including filing systems, receptionist, and telephone techniques and letter and report writing. Requires a basic knowledge of laws and procedures affecting project bids, contract language, and regulatory procedures. Requires sufficient knowledge of proper English usage, grammar, spelling, punctuation, and proofreading and formatting techniques to prepare correspondence and reports. Requires sufficient math skills to compute sums, percentages, and quotients. Requires knowledge of and skill at using standard office machines, including personal computers with document processing, data entry programs to databases, and spreadsheet applications. Requires sufficient human relations skill to participate in meetings as a representative of the department.

**Abilities:** Requires the ability to perform the duties of the essential functions of the position. Must be able to learn, understand and apply district rules, regulations and policies and the special terminology used in the organizational unit. Must be able to work under pressure and meet deadlines, timetables, etc., organize workload and prioritize work activities. Must be able to compile and evaluate financial, architectural, and operations data for reports. Requires the ability to keyboard accurately and operate a microcomputer, peripheral equipment, and use common office productivity software such as word processing, spreadsheets, e-mail, and access of database files. Requires the ability to learn and use specialized software for construction project administration. Must be able to take and transcribe minutes and notes from meetings, and file documents accurately using alphabetical and subject matter filing systems. Requires the ability to maintain patience, and achieve cooperation when dealing with others.

**Physical Abilities:** The incumbent must be able to function indoors engaged in work of primarily a sedentary nature. Requires near visual acuity to write and read printed materials and computer screens. Requires sufficient auditory ability to carry on conversations in person and over the phone, and to hear sound prompts from equipment. Requires the ability to sit, often for long periods of time, to accomplish desk work, turn head and trunk to greet visitors, and to stoop, push, pull and reach to retrieve work materials. Requires the ability to use manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

**Education and Experience:** The position typically requires a high school diploma supplemented by college-level courses in business plus two years of progressive clerical experience in a construction management or engineering office environment. Additional experience in a construction project setting may substitute for some higher education.

**Licenses and Certificates:** May require a valid driver's license.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.