
Position:	Capital Projects Assistant II	FLSA:	Non-Exempt
Department/Site:	Facilities / Construction	Salary Grade:	17
Reports to/Evaluated by:	Director, Construction and Engineering	Salary Schedule:	Classified

SUMMARY

Provides a variety of administrative and logistics support for capital construction projects including pre-bid communications, financial and contractual monitoring of large capital projects, organization and maintenance of engineering/architectural plan documents, skilled secretarial support, and coordination of facility use. Coordinates the workflow and clerical support activities of the construction office.

DISTINGUISHING CAREER FEATURES

The Capital Projects Assistant II is the second and senior-level in a specialized career path that, in addition to providing administrative services supporting the Director, facilitates communications, document and information flow, and customer service for construction project management. Advancement to the Capital Projects Assistant II is based on need and requires a demonstrated ability to prepare financial and statistical reports of project performance utilizing Project Management database, organize and maintain up-to-date engineering/ architectural plans and related files, in addition to coordinating and performing a full range of administrative and clerical support to capital and other construction projects. The Capital Projects Assistant II position requires a thorough knowledge of those particular clerical and administrative principles, practices, fields of activity and specialties which are applied in the area of assignment as well as well-developed skills in applying supervisory principles and practices. Exercises independent judgment and discretion within assigned functions. Is expected to be adept in the activities of subordinates and may assist subordinates in performing duties or personally perform advanced important or integrated activities. Supervises, evaluates and trains subordinate office staff. Designs, installs and monitors work methods, systems and work standards that are effective, efficient and consistent with the industry standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Composes or prepares from dictation, project correspondence, minutes and recollections from meetings and proceedings. Creates and maintains files and distribution lists to archive and communicate information.
- Composes letters, memoranda and bulletins independently within scope of authority.
- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the department, with a basic understanding of functions and procedures of other divisions and entities, inside and outside of the District.

- Receives and enters into a project management database, pre-bid and contractual documents, architectural and construction contract change notices, and other documents that support projects involving outside contractors, construction management firms, architects, engineers and outside agencies.
- Composes contractual documents, architectural and construction change notices, and other documents that support projects involving outside contractors, construction management firms, and design consultants and outside agencies.
- Maintains chronological project files of contractual materials governing projects and scope of work performed, including work-in-progress items such as Change Orders, and Notices of Completion.
- Maintains calendars of critical project dates and milestones, such as but not limited to those for inspections, walk through, contract compliance and payment, and mandated reports. Notifies staff and contractors of requirements and verifies compliance.
- Attends meetings with outside contractors, construction management firms, design consultants and outside agencies as assigned. Records, transcribes, and distributes meeting minutes as required, following up on issues raised during these meetings.
- 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.
- Provides administrative support to committees and other special processes. Prepares forms, revisions, and final documents to support proceedings.
- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Assists with setting up project budgets and preparing project time and cost schedules with District staff to comply with forecasted funds and matched funds from the State.
- Coordinates with outside contractors and regulatory and government reporting agencies on a variety of items such as bid documents, contracts, change orders, invoices and payments, project funding, fund transfers, and reimbursements, certified payroll records, and construction project certification.
- Receives, verifies, and processes invoices and other financial transactions, verifying with others, completion of construction phases of capital projects within required time frames and contractual arrangements. Receives, verifies, and processes contractor project payment applications, purchase orders, invoices, expense forms, project Inspector Time Sheets and other documents to ensure timely receipt of any payment for services and confirm completion of contracted work. Follows-up on approved purchases for delivery status, costs and in the case of project-oriented services, work in progress and outstanding balances.

- Oversees and participates in expediting Warranty Work Requests on construction projects to ensure timely response and completion of work within the warranty timeframe. Monitors workflow of department office clerical staff and participates in the communication and coordination of final warranty work with contractors, maintenance staff and site staff.
- Maintains department budget, orders, stores and issues office supplies for the department.
- Prepares periodic reports of project performance containing information such as, but not limited to, work-in-progress cost analysis, documentation of cost variances, and contractual changes.
- Assists with preparation claims for reimbursement of scheduled maintenance projects, hazardous materials programs, and the construction phase of capital improvement projects within required time frames and allowable reimbursement limits.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires a working knowledge of construction and/or engineering office practices, procedures and equipment, including historical filing systems oriented toward projects, and engineering/architectural plan archiving. Requires extensive knowledge of office practices, procedures and equipment, including filing systems, receptionist, and telephone techniques and letter and report writing. Requires working knowledge of those activities associated with statistical and financial record keeping. Requires a working 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 well-developed math skills to compute sums, averages, ratios, percentages, and trends. 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 working knowledge of specialized project management software. 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 monitor budget documents, including income and expenditures, and make difficult arithmetic and statistical calculations. 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 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 two years of college-level courses in accounting/business (equivalent to an Associate's degree) plus three years of progressive clerical experience in a construction management or engineering office environment that includes keeping of engineering plans and processing and analyzing financial transactions.

Licenses and Certificates: A valid driver's license is required.

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