

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PLANNING RECORDS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of difficult and responsible technical clerical work for one or more District or School administrative officials; develop a wide range of knowledge of the policies and operations of the Facilities and Planning Office and apply this knowledge in the performance of required tasks and effectively relate this information to the public and to staff members.

ESSENTIAL FUNCTIONS:

Initiate and answer telephone calls, make appointments and interview callers including administrators, parents or other persons; provide information or assistance, refer caller to appropriate person, or arrange an appointment with a District official.

Write letters independently on routine matters not involving policy questions.

Compile, process and maintain a wide variety of information concerning enrollment projections, school capacities, school site plans, and portable program independently or with direction.

Type board agenda items, board communications, reports, memoranda and other materials from dictation tape, straight copy, rough draft or handwritten copy.

Maintain central files.

Maintain data for preparation of State School Building Program documents, including enrollment projections, environmental reports, eligibility justifications and bid forms; monitor State School Building Program project status report and advise of documents required to be filed.

Complete Mello-Roos District disclosure forms for real estate agents.

Develop knowledge of developer fee program and collect developer fees as required.

Maintain a log of "serving school" requests by real estate agents.

Attend planning and design meetings, take minutes, type and distribute minutes as directed.

Monitor project change order approvals from the Office of Local Assistance and provide change order status reports.

Complete environmental reply forms.

Complete simple research tasks.

Request proposals from various vendors, including current minority, women and disabled veteran (M/W/DVBE) program forms; prepare summary of proposals received; submit M/W/DVBE documents to Facilities Administrator for approval by Office of Local Assistance.

Schedule meetings, conferences, travel and appointments.

Operate a variety of office machines.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods, practices, and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Research techniques.
- Basic mathematical skills to prepare a variety of reports.
- Operations, procedures, policies, and requirements of the Facilities and Planning Department.
- Operation of a computer and applicable software, including word processing and Excel.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform difficult and responsible clerical work.
- Understand and follow oral and written instructions.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment such as typewriter, calculator, copier, computer and printer.
- Interpret and apply pertinent school district policies, laws, rules and regulations.
- Communicate effectively both orally and in writing.
- Compose correspondence independently.
- Compile and maintain accurate and complete records and files.
- Type at a minimum of 35 words per minute from clear copy.
- Complete work with many interruptions.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information in person and on the telephone.
- Sit or stand for extended periods of time.
- See to read a variety of materials.
- Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.