

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: FACILITIES SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager, Facility Services, oversee and participate in the printing, purchasing, delivery, inventory and facilities management functions of the County Office; coordinate related projects, communications and personnel to meet County Office needs and assure smooth and efficient activities; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in the printing, purchasing, delivery, inventory and facilities management functions of the County Office; assist in establishing and maintaining related time lines and priorities; assist in assuring related functions comply with established laws, codes, regulations, policies and procedures.

Coordinate projects, communications and personnel to meet County Office needs and assure smooth and efficient activities; confer with staff concerning printing, purchasing, delivery and facilities management needs; schedule, develop and implement related projects.

Train and provide work direction and guidance to assigned personnel; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide input concerning employee evaluations as requested.

Oversee and participate in delivery functions and the purchasing of supplies, equipment and services for the County office; research and evaluate vendors, contractors and other sources of supply; lead activities to assure timely pick up and delivery of County Office materials, mail and equipment.

Conduct regular and periodic inventories; estimate and assure adequate inventory levels of supplies and equipment; order services, supplies and equipment in accordance with established policies and procedures; select vendors and contractors according to price effectiveness, quality and reliability.

Lead and participate in the operation of high-speed reprographic, offset printing, peripheral and finishing equipment involved in the printing and reproduction of a variety of materials; calculate costs for printing projects; assure printing jobs meet established time lines and project specifications.

Obtain written or verbal quotations and bids for products and services; confer and negotiate with vendors and contractors concerning price, product information, availability, quantity, quality, deliveries, services and related matters; oversee the preparation and maintenance of purchase orders.

Oversee maintenance and repair projects performed by contractors; coordinate and arrange projects with vendors and outside contractors; inspect completed contractor work for accuracy, completeness and compliance with established contracts, standards and specifications.

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Serve as a technical resource concerning County Office printing, purchasing, delivery, mail, inventory and facilities management functions; respond to inquiries and provide information concerning related projects, standards, requirements, practices, policies and procedures.

Lead and participate in the receipt, sorting and distribution of incoming mail, packages and inter-office mail; process, sort and prepare outgoing mail and packages for distribution; prepare, maintain, update and balance the revolving postage account.

Coordinate facilities usage functions to meet County Office needs; schedule the use of conference rooms; maintain reservation calendar; oversee and maintain the online reservation system; provide direction and confer with staff concerning room arrangements and related safety issues.

Oversee and participate in the preparation and maintenance of various narrative and statistical records and reports related to projects, postage, packages, deliveries, inventory, fixed assets, credit cards, personnel, vehicles, invoices, financial activity and assigned duties.

Prepare, maintain and balance accounts related to postage, cell phones and pagers; assign gasoline, commercial and calling cards to staff as needed; prepare and distribute invoices to departments for supplies, vehicle usage and printing services; develop and maintain print shop pricing structure.

Operate a variety of office equipment including a fax machine, typewriter, postage machine, computer and assigned software; utilize a variety of reprographic and finishing equipment including high speed copiers, folders, cutters, staplers, padding stands, drills, binders and stitchers

Communicate with staff, faculty, administrators, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Review and provide recommendations regarding the arrangement of office equipment and furniture; oversee the moving and arranging of furniture and equipment as directed.

Maintain inventory of fixed assets; review expenditures and identify items eligible for addition to the fixed asset inventory.

Provide building security and safety services; assign, distribute and account for building keys and access codes; assist with maintaining the Emergency Preparedness and Response handbook.

Drive a vehicle to conduct work; register vehicles and arrange for vehicle maintenance and repairs as needed.

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:

Practices, procedures and techniques involved in County Office printing, purchasing, delivery, inventory and facilities management functions.
Technical aspects of researching, comparing and purchasing services, supplies and equipment.
Methods, practices and procedures used in the pick-up and delivery of materials and equipment.
Contractors, sources of supply, vendors, commodity markets and commodity pricing methods.
General operations and activities involved in maintenance and repair activities.
Practices, procedures, techniques, materials and equipment used in duplicating, printing and high speed photocopying activities.
Processing of incoming and outgoing mail and operation of postal machines and related equipment.
Applicable laws, codes, regulations, policies and procedures.
Policies and objectives of assigned programs and activities.
Principles of training and providing work direction.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
General accounting practices, procedures and terminology.

ABILITY TO:

Lead and participate in the printing, purchasing, delivery, inventory and facilities management functions of the County Office.
Coordinate projects, communications and personnel to meet County Office needs and assure smooth and efficient activities.
Train and provide work direction and guidance to assigned personnel.
Order services, supplies and equipment in accordance with established policies and procedures.
Conduct regular and periodic inventories.
Select vendors and contractors according to price effectiveness, quality and reliability.
Coordinate activities to assure timely pick up and delivery of materials, mail and equipment.
Lead and participate in the operation of high-speed reprographic, offset printing, peripheral and finishing equipment involved in the printing and reproduction of a variety of materials.
Oversee maintenance and repair projects performed by contractors.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and maintain a variety of narrative, statistical and financial records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and three years increasingly responsible experience working with purchasing, warehouse, printing or related functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Walking during site inspections.
Climbing ladders.

HAZARDS:

Working around or with machinery having moving parts.
Working at heights.