

**TITLE:** Department Professional - Capital Projects

**DEPARTMENT:** Capital Projects  
Finance and Operations

**REPORTS TO:** Construction Specialist

**POSITION SUMMARY:** The Department Professional – Capital Projects provides clerical and fiscal support to the Capital Projects Department such as conveying information regarding Department functions and procedures; ensuring compliance of Department records with financial, legal and administrative requirements; and supporting daily operations, projects and site activities.

### **ESSENTIAL FUNCTIONS**

- Greets visitors and answers incoming telephone calls for the purpose of providing direction, screening calls, transferring calls, responding to inquiries and/or taking messages.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. contractors, vendors, district staff, public agencies, and the general public) for the purpose of disseminating information to appropriate parties for action.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Distributes mail, supplies, and messages for the purpose of disseminating materials to appropriate parties.
- Processes documents and materials for the purpose of disseminating information to appropriate parties for action
- Performs record keeping and clerical functions (e.g. copying, faxing, scheduling, and correspondence) for the purpose of supporting assigned administrator and/or site personnel and in accordance with the timeline of records retention.
- Organizes and presents a wide variety of information regarding department practices to site staff for the purpose of ensuring their activities are performed with established District Regulations and Procedures and/or generally accepted guidelines, such as those from Public Works.
- Maintains a variety of files, fiscal information, and of records (e.g. current projects, manuals, building drawings, L & I filings, and purchase orders) for the purpose of providing an accurate, up-to-date references, audit trails, and records retention.
- Processes a variety of fiscal information (e.g. pay applications, invoices, intents, affidavits and contracts) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Researches a variety of information (e.g. vendors, equipment specifications, pricing, order status and warranty issues) for the purpose of developing and providing information and/or addressing a variety of administrative requirements, including pricing and budgeting.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing.
- Monitors account balances (e.g. budget, project expenditures, and various documentation) for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: implementing and maintaining organizational practices of department records; operating standard office equipment

and utilizing pertinent software applications; preparing and maintaining accurate records following department practices; implementing detailed procedural operations, performing basic bookkeeping and recordkeeping; and supporting daily operations of department and staff.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read and understand construction documents, plans, manuals and technical specifications; solve practical problems; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general construction procedures and terminology and construction contract practices;; familiarity with alternative contracting procedures; office software including Microsoft Office, spreadsheet and presentation applications; communication and business telephone etiquette and practices; common office machines including large-format printers and scanners.

ABILITY is required to schedule a number of activities, meetings and/or events; gather, collate, and/or classify data. Ability is also required to work with diverse individuals and/or groups; work with and organize construction data of varied types and purposes; and utilize specific job-related equipment and software programs. Flexibility is required to independently work with others in a wide variety of circumstances; and work with data utilizing defined and similar processes. Flexibility is required to work during summer, and school breaks, particularly during peak construction times. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; ability to multi-task; communicating with diverse groups; maintaining confidentiality; working with detailed data; meeting pressing and inflexible deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working at times with limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date