

**JOB TITLE:** Facilities Operations Assistant  
**PAY GRADE:** CL 20  
**LAST REVISED:** July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general direction from assigned manager, supports District maintenance and operations programs by providing a variety of technical, administrative, and logistics support for the Facilities Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receives and reviews work orders, forwards to the appropriate manager, coordinates technician responses, and follows up with the manager to close the work orders, if needed.
2. Coordinates vendor services for Rocklin campus facility needs, including, but not limited to, insect/vermin treatment, snake removal, trash pick-up, portable restroom delivery/pick-up, campus signage, and Facilities staff cell phones; adds new vendors to the District's Banner Enterprise Resource Planning (ERP) system, as needed; requests vendor quotes, processes purchase orders, and invoices.
3. Regularly updates the buildings' Heating, Ventilation, and Air Conditioning (HVAC) control schedule for all campus classes and events.
4. Greets visitors, answers phone line(s), and monitors main Department email account(s); provides material and information in response to requests for information, as directed; refers telephone and email messages to appropriate staff for further assistance, as needed.
5. Supports department staff with the use and maintenance of the District's digital blueprint and floor plan archives, including set up of new users and access of building plans needed for facility projects; assists with the annual space inventory of all District facilities, including, but not limited to, facility inspections and redlining floor plans.
6. Processes timesheets for submission to Payroll.
7. Assists with communications to District regarding campus utility shutdowns and identified work arounds, assists with air quality permits/payments, and supports Department Coordinators to help manage the administrative workload, as needed.
8. Supports the transportation program, including maintaining the approved driver's list for District staff, scheduling field trips, preparing driver packets, and helping requestors with field trip and vehicle requests.
9. Processes requests for Use of Facilities for the District/campus from internal and external parties; coordinates event set-ups with the appropriate Facilities manager and inputs events into District/campus schedule; reviews requests with Department Coordinators for compliance with District policy and procedures.
10. Supports the District's Access Control Program, including receiving requests for keys and fobs, reviews information received for accuracy and completeness, submits request(s) to the appropriate

manager for approval and maintenance technician (locksmith) for implementation; notifies requestor(s) that key(s)/fob(s) are ready for pick-up, ensures proper forms are signed at the time of key/fob pick-up, and answers any questions about building access.

11. Supports the District Facilities' staff, including maintaining the Tahoe-Truckee Campus' facility budget, and provides general administrative support for facility needs.
12. Assists in budget administration; coordinates, prepares, and manages assigned budget, including unrestricted, restricted, categorical, grant, capital outlay project, and special funds utilizing the District's Banner Enterprise Resource Planning (ERP) system; prepares and processes budget transfers and augmentations, invoices, independent contracts, reimbursements, bank card statements, change orders, and requisitions, and ensures that they are completed and coded to the correct budget, account and/or purchase order; reconciles budget for accuracy; resolves budget issues and problems; tracks purchases and deliveries; coordinates, requests, and reviews price quotes and ensures compliance with District standards and requirements; meets fiscal deadlines and completes end of year processes, including balancing accounts and closing open purchase orders; collaborates with management on expenditures to fully expend funds.
13. Provides general assistance, information, and answers questions regarding budget processes, guidelines, regulations, and procedures to department budget users and employees; serves as the liaison between District Business Services Department and division/department staff.
14. Provides administrative support to the District's safety program by attending and documenting Safety Committee agendas and minutes.
15. Performs related duties that support the overall objective of the position.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Engineering office practices, procedures, and equipment, including historical filing systems oriented toward projects.
- Laws affecting project bids, contract language, and regulatory procedures.
- Activities associated with statistical record keeping, staff administration, and financial record keeping.
- Basic accounting theory, principles, and practices.
- Principles and procedures of record keeping and filing.
- Math skills to compute sums, averages, ratios, percentages, and trends.
- English usage, grammar, spelling, punctuation, including proofreading and formatting techniques.

### **Ability to:**

- Learn, understand, and apply the special terminology used in the Facilities Department.
- Utilize specialized software for building climate control and energy conservation.
- Compile and evaluate financial, architectural, and operations data for reports.
- Maintain accurate filing systems.
- Monitor budget documents, including income and expenditures, and make difficult arithmetic and statistical calculations.
- Plan and organize work to meet schedules and changing deadlines.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system and software used in the Facilities Department.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Equivalent to the completion of the twelfth grade or General Educational Development (GED) supplemented by college level course work in business administration, accounting, or a related discipline.

**Experience**

- Three years of progressive experience in administrative and/or financial record keeping.

**License/Certificate** - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approval: July 15, 2025