



FACILITIES PROGRAM CONTROLS SPECIALIST

Job Description

Job Code: 014 BOE

Bargaining Group: PEA/06

December 14, 2016

Position Summary

Develop and monitor fiscal and document controls to help ensure compliance of the District's deferred maintenance, modernization, and new construction projects with state statutes and district policy and procedures.

Reporting Relationship

Report to a department manager or unit supervisor.

Responsibilities

The essential functions include, but are not limited to the following duties:

Develop and maintain procedures all fiscal, document control, and quality assurance systems for the Facilities Department.

Ensure that fiscal and document control processes meet all quality and regulatory requirements.

Educate and assist controlled document users with document control compliance requirements.

Monitor processing and/or process (review, track, release, copy, scan, file, archive and maintain) documents and records in electronic and hardcopy format per relevant procedures.

Review changes to documents for compliance with contractual requirements.

Monitor document control compliance to ensure revisions in use are correct and compliant.

Provide quality assurance procedures to ensure completeness, accuracy, and conformance of records to approved procedures.

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Interface with District accounting, purchasing, and project management staff for quality assurance on all facilities projects.

Responsibilities (continued)

Support internal and external audits of fiscal and document control and ensure audit readiness of fiscal and document control systems.

Maintain documentation of design controls, risk management, technical files, specifications, etc. in accordance with mandated procedures.

Develop and implement administrative processes and procedures to ensure accurate and complete project files.

Support the completion of all necessary Minnesota Department of Education submittals for each assigned project.

Participate in the updating of the Facilities Master Plan.

Participate in the maintenance and updating of the 5-Year Implementation Plan budget.

Interface with and use accounting, procurement, and project management software.

Recommend software and systems when appropriate and necessary for quality management.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Working knowledge in managing document controls for facilities projects and programs.

Working knowledge of the requirements of documentation used in support of capital improvement programs for public sector organizations.

Working knowledge of public funding.

Working knowledge of state and federal agencies that regulate public sector construction projects.

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Knowledge, Skills and Abilities (continued)

Considerable skill in bringing continuous improvement and quality assurance to fiscal and document controls for school district capital improvements programs.

Considerable skill in utilizing computer systems in the performance of job responsibilities.

Considerable skill in data management, recordkeeping, research, analysis and reporting.

Considerable interpersonal and communication skills, including oral, written and listening.

Considerable ability to deal tactfully and effectively with district administrators, representatives of other public entities, and the general public.

Minimum Qualifications

College degree and two years of experience in business or construction administration, quality control, research analysis or a related field.

Preferred Qualifications

Knowledge of the District's financial software system of record (PeopleSoft) and / or the Facilities Department's Integrated Workplace Management System (Tririga).