

## FACILITIES UTILIZATION ASSISTANT

Code No.: 940129  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in the area of Facilities Utilization is responsible for assisting in facility and inventory planning, moving, and coordination with regard to spatial, furniture, and equipment requirements. Coordination of electrical, planning or carpentry requirements are not responsibilities of this class. Employees may be required to lift weights up to approximately fifty (50) pounds. The employee reports directly to and works under direct supervision of the Facilities Utilization Specialist. Supervision is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates packing, carting, and relation of equipment and inventory for program relocation or building transfers;

Schedules delivery duties and locations;

Coordinates with contractor or agency personnel to ensure the timely execution of a move;

Surveys office space, furniture, and equipment to assess the requirements of transfer or relocation;

Assists in determining the market value of surplus inventory;

Assists with the final placement of furniture and equipment;

Maintains continuous, voluminous telephone communications with schools, contractor, and vendors;

Competes work plan during absences of Facilities Utilization Specialist;

Types reports, records, and purchase requisitions;

Sorts and files correspondence, reports, records, purchase orders, and other office materials;

Operates a variety of office equipment such as a typewriter, calculator, and electronic work stations;

Checks accounts and purchase orders for accuracy and completeness;

maintains furniture inventories;

Follows up and expedites purchase orders and furniture deliveries.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of furniture and equipment available and required in an agency or school district; organizational skill;; ability to establish effective working relationships; ability to type reports, records and purchase orders, ability to operate a variety of office equipment; ability to plan, schedule and coordinate relocations and transfers; ability to perform mathematic computations; ability to ascertain market values of surplus inventory and set prices for resale; ability to maintain records; clerical aptitude; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus three (3) years paid full-time or its part-time equivalent experience in inventory control, data entry, warehousing, or in positions involving the maintenance, recording, movement or delivery of inventory.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 23, 1981

REVISED: July 9, 1998