CALIFORNIA STATE SENATE

JOB ANNOUNCEMENT

FACILITIES SPECIALIST I

BASIC FUNCTIONS: Senate Facilities supports the Senate Members and offices in its daily operational and logistical needs.

DUTIES:

- Answer phones:
  - Refer calls to other appropriate Rules offices
  - Direct calls to staff
- Prioritize workload and process assignments for equipment, furnishings and supplies for Capitol and District offices.
- Plan and coordinate:
  - Office remodeling
  - Painting and carpet projects including product selection and cost estimating
- Issue purchase orders, order and prepare expense claims.
- Coordinate deliveries, receivables and maintain an inventory.
- Travel throughout California to inventory state-owned assets.
- Coordinate office moves in the Capitol and district offices.
- Dispatch Work Service Requests to the Department of General Services.
- Perform minor repair and troubleshooting of small office equipment including copiers, facsimile, shredders and postage meters.
- Participate in the implementation of goals, objectives, policies and priorities of the Senate Facilities Office.
- Be available to work extended hours as necessary.

REQUIRED SKILLS AND QUALIFICATIONS:

- Knowledge of website navigation, Microsoft Excel and Word operating systems.
- Ability to establish and maintain cooperative relationships with those contacted in the course of business.
- Ability to prioritize simultaneous projects and requests.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work under supervision and understand and follow written and verbal directions.
- Ability to work cooperatively or independently.
- Possess a high level of integrity; demonstrate reliability and flexibility.
- Customer service oriented.
- Professional demeanor; neat personal appearance.

EDUCATION:

High school diploma or equivalent.

PAY RANGE & FILE DATE:

Salary starts at $3,548.00 per month but is commensurate with experience and qualifications.
Application deadline is August 15, 2016.

SUBMIT AN APPLICATION, COVER LETTER AND RESUME TO:

Toni Brenner: toni.brenner@sen.ca.gov