

**BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title:	<b>Technician, Bond</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified Staff / Office Professional</b>	Pay Range:	<b>Unit D; Grade 5</b>
Reports to:	<b>Director of Bond Planning, Engineering and Construction</b>	Work Year:	<b>12 months</b>
Prepared/Revised Date:	<b>March 17, 2008</b>		

**SUMMARY:** The Bond Technician performs broad and complex clerical assignments related to the 2006 Bond Implementation and serve under the Director of Bond Planning, Engineering and Construction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist in scheduling and coordinating Directors' responsibilities including emails, phone calls, and calendars.	D	15%
2. Communicate with administrators, schools and others regarding design and construction issues according to established guidelines and procedures.	D	14%
3. Coordinate, prepare, maintain and organize department files, documents, reports and special projects.	D	10%
4. Secretary for the Citizen's Bond Oversight Committee (CBOC) .	W	14%
5. Prepare board items and other agenda items from oral or written instructions.	W	10%
6. Schedule meetings/appointments, maintain bond department calendar, arrange & schedule staff development, bid openings and travel accommodations for the bond department of 20	D	10%
7. Assist with groundbreaking and ribbon cutting ceremonies	M	8%
8. Reconcile Pro Card.	M	2%
9. Input and follow up on all purchase orders for the bond department	W	10%
10. Assist with continual updates on our Bond webpage	W	5%
11. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma and a year of additional education or equivalent training
- Four or more years of experience in general office occupations or equivalent education and computer experience

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Advanced math and accounting skills.
- Advanced personal computer, keyboarding, and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, take initiative and work independently.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

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**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs, SharePoint, and
- Lawson.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
Reports to:	Director of Bond Planning, Engineering and Construction	104

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

- Assist the project managers with the Boulder Valley School District 2006 Bond Program

**SAFETY TO SELF AND OTHERS**

Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

*The physical demands, work environment factors and mental functions described below 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 functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.