

NOTICE OF VACANCY

SCHOOL BUILDING AUTHORITY OF WV TECHNICAL ASSISTANT, SENIOR

Description of Duties Performed:

Work for the Chief of Architectural Services to perform advanced technical work relating to school construction, school safety, SBA Policy and Procedures and long range school planning. Under limited supervision, communicate with county boards of education, the State Board of Education and architects and engineers to disseminate information and aid in the interpretation of SBA Policy. Create detailed data reports regarding schools, student populations and school construction costs. Prepare data when required for legislative, West Virginia Department of Education and other state and federal inquiries. Under general guidance, perform data research with findings interpreted and recorded in an appropriate format. Provide clerical and administrative support to the Architectural Services staff.

Knowledge of the following is desirable:

School Building Authority Policies and Procedures
School Laws in WV State Code
Handbook on Planning School Facilities – WV State Board Policy 6200
Generally accepted building standards and practices including Prevailing Wage Laws
Standard research, statistics and reporting techniques

Qualifications - Mandatory:

High school diploma
7 years of full time paid employment in school facility planning, accounting or other related administrative work
Strong computer skills including all Microsoft Office products

At the discretion of the SBA, an Associate's or Bachelor's Degree may be substituted on a year for year basis for the required experience.

Salary:

Commensurate with qualifications and experience.