CONSTRUCTION DOCUMENTS MANAGER

Class Code: 4260
Job Family: Administrative/Clerical/Secretarial
Classification: Support Staff
Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, plans, develops, manages, and supervises preparation, control, and storage of legal documents for construction management projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Supervises personnel responsible for the safekeeping, processing, and disposition of legal construction documents.
2. Responsible for ensuring that all legal documents, contracts, Board items, specification manuals, etc., are accurately prepared, disseminated, transferred, and stored on a timely basis.
3. Maintains archives of all contracts, plans, drawings, bids, legal documents, Board items, and specification manuals related to new schools for future reference.
4. Monitors legal documents and ensures records are updated and current.
5. Monitors the flow of the purchases and returns of bid documents.
6. Assists the director and other administrators in developing and maintaining document control.
7. Develops forms necessary for tracking progress of projects relative to construction management.
8. Prepares and maintains legal documents and contracts.
9. Routes correspondence reports and bulletins.
10. Participates in bid opening meetings and takes detailed notes.
11. Confers with legal staff to ensure documents and contracts conform to Clark County School District standards.
12. Provides input for the evaluation of assigned staff.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Responsible for management of the organization, maintenance, distribution, preparation, disposition, and retrieval of records, legal documents, plans, and contracts for construction management.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of construction document types and District requirements pertaining to document control and record retention.
2. Knowledge of computerized project management hardware/software as applied to document indexing and retrieval.
4. Knowledge of archival storage requirements.
5. Ability to check and/or rearrange long, technical documents for conformance to given principals of style and format.
6. Ability to plan, establish, and implement a construction document control system.
7. Ability to supervise and evaluate employees.
8. Ability to establish requirements for document receipt control, processing, distribution, and final disposition of construction documents.
9. Ability to meet predetermined deadlines.
10. Ability to interpret, and explain instructions, procedures, and regulations to personnel and the public.
11. Ability to plan, organize work, and set priorities.
12. Ability to safely move or relocate heavy objects.
13. Ability to maintain confidentiality of confidential materials.
14. Ability to coordinate work schedules and monitor document processing activities.
15. Ability to communicate orally and in writing.
16. Ability to exercise judgment regarding when to act independently and when to refer situations to supervisor.
17. Ability to work flexible hours or shifts.
18. Ability to work cooperatively with employees, vendors, and the public.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Five (5) years experience in the supervision or the management of construction documents or contracted services.

document control with at least two (2) years of work involved with contracts and/or legal documents.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT: http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Licenses and Certificates:
None Specified

Preferred Qualifications:
Supervisory experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities - schools and department offices.

WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.