Specialist-Construction

Rev May 2026

Reports to: Director-Construction/Development

Status: Non-Exempt

Dept./Campus: Admin & Support Services

Paygrade: 407

Term: 226 Days

PRIMARY PURPOSE:

Provide administrative, contracting, accounting and technical record support for department administrator and project managers.

MAJOR RESPONSIBILITIES AND DUTIES

- **Support of Administrative, Fiscal and/or Facilities Functions**
  - Oversee day-to-day operational aspects of multiple, concurrent district projects including the facilitation of client/team meetings, communication of status, change control process and problem resolution/escalation.
  - Provide information (e.g., photos, videos, project summaries) to GISD Communication department for bond project construction project updates for the district website.
  - Maintain project deliverables, tasks, milestone dates, and status and resource allocation.
  - Provide quality control review of board agenda items.
  - Review performance and payment bonds; certificates of insurance.
  - Maintain and balance accounts (professional services, FF&E and construction); prepare all construction budget amendments; coordinate with district Finance office to assign budget codes for all projects; prepare, revise and track construction department operating budget.
  - Prepare and coordinate approvals for all professional service work orders and construction contracts; review and record allowance authorizations and change order amounts on each project; coordinate with the GISD Purchasing office to issue job order contract work authorizations.
  - Prepare all construction requisitions; receive and process all construction purchase orders and invoices; process all construction credit card payments, review all project pay applications for accuracy and completeness.
  - Assist in acquisition of all leased and district-owned portable classrooms.
  - Research and prepare documentation for open record requests.
  - Coordinate and record minutes for annual summer planning program.
  - Process documentation for contractor identification badges and building keys.
  - Assist administrator in preparations of department correspondence; develop and maintain department filling and archiving system; direct delivery of all incoming and outgoing correspondence from consultants and contractors.
  - Provide assistance to campuses/departments as requested.
  - Work collaboratively to improve programs.

The above statements are not an exhaustive list of all responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information and the
Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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- **Support of Administrative, Fiscal and Facilities Functions**
  - Oversee warranty process from warranty work, request the coordination of work, communicate the warranty task to the GISD Project Managers who will verify work is complete and report back to close out the warranty item/task.
- **Communication**
  - Establish and maintain positive and professional relationships, and open communication with district employees and the community to provide needed information and to promote the district in a positive manner.
  - Communicate clearly and professionally, collaborate with campus/department staff to enhance service delivery and customer satisfaction.
- **Professional Growth and Development**
  - Participate in staff development activities to improve job-related skills.
  - Participate in team building activities and the decision-making process as appropriate.
  - Attend and participate in staff meetings and serve on committees as assigned.
- **Other**
  - Comply with policies established by federal and state law, including but not limited to the State Board of Education and local board policy.
  - Follow district safety protocols and emergency procedures.
  - Maintain confidentiality of information.
  - Complete all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED. College degree preferred. Four years of related experience in accounting, cost controlling, bookkeeping, tracking costs (auditing). Ability to obtain Texas State Notary through GISD within three months of being hired.

Knowledge/Skills/Abilities:

- Knowledge of basic research techniques and methods
- Knowledge of basic math and statistics
- Knowledge of applicable district policies and procedures
- Knowledge of accounting and budgeting policies and procedures related to assigned department
- Knowledge of district accounting policies, procedures, and programs
- Skill in preparing, presenting and reviewing verbal and written information and reports
- Skill in operating standard computer and software applications; including but not limited to email, word processing, spreadsheets, databases, accounting software, and presentations
- Skill in researching and analyzing data and reports

- Skill in maintaining and reconciling accounting and financial records
- Skill in preparing requisitions, purchase orders, contract agreements, and lease agreements
- Ability to organize and prioritize work responsibilities in a timely manner
- Ability to communicate professionally and effectively
- Strong and effective professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Tools and Equipment: Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 20 pounds)
- Work inside with frequent interruptions to meet established deadlines; regular exposure to noise
- Occasional district-wide travel to attend project meetings and office related responsibilities
- Maintain emotional control under stress; may work prolonged or irregular hours