



- Knowledge of the Americans with Disabilities Act (ADA) and Uniformed Building Code requirements.
- General understanding of building systems and experience working with professional facility management teams within governmental or commercial office building environments.

**ABILITY TO:**

- Analyze and comprehend various real estate leasing documents and processes, and comprehend/research facility requirements, building floor plans, and architectural specifications. Present information clearly and effectively in pictorial and written forms and reports.
- Aid in the implementation of the Assembly's Injury and Illness Prevention Plan.
- Plan and execute renovation and moving projects, working with architects, contractors and site leadership to ensure appropriate space allocation, communications and cost effectiveness of projects.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Professional office environment and appropriate business attire.
- Effectively handle stress, deadlines and work night/weekend hours when required.
- Daily use of PC and related applicable software.
- Effectively communicate and address a professional audience.
- Requires limited statewide travel.

**DEADLINE:** Please mail or e-mail materials to:

Assembly Rules Committee  
Assistant Facilities Manager position  
1020 N Street, Suite 300  
Sacramento, CA 95814

Email: [Assembly.benefits@asm.ca.gov](mailto:Assembly.benefits@asm.ca.gov)

**All materials must be received by 5:00 pm, May 16, 2016.**