

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Facility Use Coordinator

DEPARTMENT: Materials Management and Operations

POSITION SUMMARY: Under general supervision of the Director of Building Maintenance and Operations, to serve as secretary for Facility Use, to perform complex and responsible secretarial services for the department; and to do related work as required. This is a twelve month position.

ESSENTIAL FUNCTIONS:

1. Serves as program receptionist, schedules, monitors, and coordinates the rental and use of all district facilities by district, and non-district users, including management of an approved vendor list.
2. Responds to inquiries via telephone, mail, email and other electronic communication devices from employees and the public, answering questions and supplying information regarding facility use.
3. Monitors, tracks, and ensures payment of fees, deposits, and collections.
4. Operates office equipment, performs mathematical calculations, keeps records, and maintains electronic records and other information, including budgets, as directed.
5. Verifies insurance certificates to meet program specifications.
6. Provides a wide variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
7. Prepares, manages, or updates letters, memos, spreadsheets, invoices, reports, surveys, newsletters, brochures, policies, procedures, and other documents as needed.
8. Processes and manages timesheets.
9. Composes correspondence independently or from brief verbal instructions.
10. Coordinates maintenance, custodial, and technology staff to schedule furniture and equipment set-up, opening and closing of facilities, and heating and air-conditioning of buildings for rental of district facilities. Determines equipment requirements for users.
11. Works with site and district office employees to coordinate and document the Facility Use Check-In and Check-Out forms for each use, manages distribution of gate keys, and ensures reimbursements are collected when damage or loss occurs.
12. Coordinates the activities of Principals, Site Secretaries, Activity Directors, Athletic Directors, Business Site Managers, and ASB Bookkeepers related to the rental and use of school facilities, including monitoring and reporting compliance or non-compliance with approved ordinances, laws, policies and procedures, including California Interscholastic Federation (CIF) guidelines.
13. Coordinates facility applications and agreements for use of school facilities or property by businesses, government agencies, charter schools, sports organizations, and other members of the community.
14. Interfaces with district insurance representatives to implement procedures and limit the liability associated with facility rentals and uses, and attends risk-management meetings and training events.
15. Plans, coordinates, prepares for, and documents the results of meetings and conferences, including special committee meetings or board meetings related to rental of school facilities.
16. Coordinates the work schedules for the Stand-By, Weekend, and Holiday facility use program, including scheduling and assigning employees, managing related rotation lists, and documenting required training.
17. Orders supplies, receives, sorts and distributes mail both paper and electronic
18. Prepares multi-media materials on electronic media for training, presentations, and other communications; maintains current Facility Use e-Forms on the District portal.
19. Assists other department clerical staff. Fills in for the Secretary for Maintenance, Operations and Transportation during breaks, absences, or as needed.
20. May be required to respond to emergency calls on non-duty hours.
21. Maintains regular and prompt attendance in the workplace.
22. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of business courses, or two years of increasingly responsible secretarial work including public contact, preferably in a school setting required. Must pass required District testing, and hold a valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Knowledge of office methods and procedures including customer service, record keeping and compilation of reports for distribution.
2. Knowledge of English usage, grammar, punctuation, vocabulary and arithmetic.
3. Knowledge of District software and applications including, but not limited to, Microsoft Word and Excel.
4. Ability to operate standard office equipment and demonstrate strong organizational and communication skills.
5. Ability to type at a speed of 50 words a minute from clear copy.
6. Ability to perform detailed clerical work of moderate difficulty without close supervision and meet required deadlines.
7. Ability to make independent decisions and accurately interpret laws, policies, forms, and practices.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment, and outdoors at school facilities and grounds, and come in direct contact with District and site staff, students, parents, and the public.

SALARY: Classified Range 40

Board approved: 4/12/05

Revised TUSD: 9/8/15