



JOB DESCRIPTION

Position Code: 768
Classified Group: CSEA
Salary Range: 27
Work Days: 260
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POSITION TITLE: Facilities Use Technician

DEFINITION: Under direction, responsible for supporting the daily functions associated with the use of district facilities program for academic and/or non-academic events by the district and community; provides technical assistance, clerical services support, and logistical support for areas related to the program.

DIRECTLY RESPONSIBLE TO: Supervisor, Business Operations/Facilities/Maintenance and Transportation

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Receives, reviews, and processes facility use permits and associated forms for the district to ensure accuracy and completeness in compliance with established policies and procedures.
2. Collaborates with administrators, school sites, district departments, and external vendors to schedule events and services related to facilities use.
3. Requests and obtains applicable insurance declarations from applicants and verifies liability insurance and non-profit status of outside user groups.
4. Utilizes assigned facility use system to input, update, and track applicable data (i.e. facility use applications, work orders, permits, user information, scheduling information, etc.).
5. Prepares and processes invoices received for services provided to facilities users and works closely with the district accounting department.
6. Researches facility use criteria such as event and group type, funding source, etc. to determine the applicable fees to charge.
7. Accounts for facility use fees collected from internal and external clients and generates billing letters, calculates fee adjustments in response to revisions made to applicant use requirements, and collections of late accounts.
8. Resolves issues and discrepancies related to facilities use and escalates higher-level technical questions and issues to appropriate personnel for resolution as needed.
9. Provides technical information and support to district personnel and public regarding the interpretation of facilities use policies and procedures regarding fees, insurance and other requirements, and services available.
10. Prepares facilities use schedules/calendars to detail district activities and distributes to school sites and other applicable departments to convey general information and coordinate services.
11. Schedules tours of district facilities for internal and external clients to assess layout and set-up to determine best fit for events.
12. Assists in the development of standard operating procedures and department policies for district use of facilities program.
13. Serves as liaison of the district for facilities use operations and refers prospective users to department website for additional information and to initiate electronic use of facilities request applications.

14. Prepares and maintains a variety of records and reports and performs related clerical duties to support facilities use operations.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education and/or experience equivalent to graduation from high school with at least 3 years of experience in a position of increasing responsibility involving contact with the public.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of terminology, practices and procedures associated with facility use functions
- Knowledge of applicable state laws, regulations, codes pertaining to facilities use
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to establish priorities and meet deadlines
- Ability to establish and maintain records and maintain a confidentiality of privileged information obtained in the course of work
- Ability to perform clerical tasks with maximum efficiency and accuracy
- Ability to analyze situations and adopt an effective course of action
- Ability to analyze and resolve problems with tact and diplomacy

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Outdoor environment
- Quiet to Moderate noise
- Continuous contact with staff and public
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time

- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 7/1/2019