

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: USE OF FACILITIES COORDINATOR (Range 22)

BASICFUNCTION:

Under the direction of an assigned supervisor, provide assistance with varied and complex secretarial and clerical support services to administer the use of facilities program under the guidelines of the Civic Center Act and the School Board Policy. The Use of Facilities Coordinator shall organize office activities and coordinate flow of communications between the District and all use of facilities applicants, train clerical and secretarial personnel with regard to Use of Facilities procedures as needed.

REPRESENTATIVE DUTIES:

Provide detailed and technical information concerning policies and procedures to District personnel and the public where judgment, knowledge and interpretation of procedures and regulations are required in accordance with the Civic Center Act and Board policy. *E*

Coordinate with school sites the use of facilities, invoice users, collect and deposit fees, and obtain proof of insurance as required by the District. When applicable, use judgment in requesting and obtaining an endorsement by facility user naming the District as additionally insured. *E*

Administrate the ASCIP-B Program ensuring proper documentation of all booster club activities at District school sites ensuring appropriate insurance coverage, including additional event insurance if applicable. *E*

Assist with coordinating use of District facilities and where applicable working with outside entities such as the City to work together on calendaring events between the school sites and outside entities. *E*

Coordinate the maintenance and repairs, when necessary, for facilities use, including obtaining quotes for repairs and collecting any needed reimbursement/s. *E*

Perform a wide variety of complex and responsible clerical duties, organize office activities and coordinate flow of communications for all stakeholders in regards to facilities users. *E*

Research and compile a variety of information and compute statistical information for District reports. *E*

Update, edit, revise and maintain the M&O webpages. *E*

Collect all fees related to the Use of Facilities and ensure deposit into appropriate accounts, including multi-year facility use contracts. *E*

Receive visitors and provide information or direct to appropriate personnel. *E*

Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to appropriate supervisor or department. *E*

Schedule and attend meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops. *E*

Maintain a variety of lists, files and records including maintaining Use of Facilities fee schedule. *E*

Provide secretarial and clerical assistance to staff as necessary; order and maintain supplies and materials; prepare purchase requisitions; and provide administration of MOT Tool Crib and Library Resources. *E*

Review multi-year facility use contracts and MOU's, ensuring all information is current and District is in compliance. *E*

Receive, open, sort, screen and distribute incoming mail; compose correspondences independently or from oral direction for supervisor's review. *E*

Operate a variety of office equipment and software as required. *E*

Train staff with regard to use of facility procedures. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Department organization, rules and programs.

Modern office methods, equipment, including computers and applicable software.

Telephone techniques and etiquette.

Record-keeping techniques including knowledge of District software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

Technical aspects of field of specialty.

Methods of collecting and organizing data and information.

Business letter and report writing techniques.

ABILITY TO:

Perform complex and responsible secretarial support duties requiring initiative and good judgment.

Work independently with little direction.

Operate a variety of modern office equipment.

Utilize word processing and other computer software.

Establish and maintain effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Understand and follow oral and written directions.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Ability to type at 40 words net per minute from clear copy.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. At least three years of experience in a position of increasing responsibility involving contact with the public. Training or experience in property and liability claims highly desirable. Experience in the public sector highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and evidence of insurability.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor office and various outdoor environments.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read and prepare various materials.

Dexterity of hands, wrists and fingers to operate assigned equipment.

Bending at the waist or reaching overhead, above the shoulders, and horizontally to file materials.