MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Use Permit Technician
REPORTS TO:	Director Maintenance & Operations
DEPARTMENT:	Maintenance, Operations & Facilities
CLASSIFICATION:	Classified
SALARY:	CST Range 477
BOARD APPROVED:	August, 16, 2023

SUMMARY DEFINITION: Under direction and general supervision of the Director of Maintenance & Operations, or their designee, performs a variety of general, clerical and technical duties to review and process requests for the rental of school district facilities for civic permit purposes.

ESSENTIAL FUNCTIONS (to include, but not limited to)**:**

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Receive rental requests from district sites for use of school facilities. **E**
- Reviews insurance, maintain records, compute fees, and collect revenue for each rental or lease. **E**
- Send and receive journal entries from sites. **E**
- Assist user groups in use of online computer requests. **E**
- Process payments for Custodial / Landscape overtime charges due to rentals.
- Prepare periodic and special reports on expenditures.
- Completes correspondence, both telephonic or electronic, to obtain collection of fees. **E**
- Completes periodic banking duties.
- Works as liaison between user groups and district staff to resolve conflict.
- Receives the public and gives information based on judgment, knowledge and interpretation of procedures and regulations. **E**
- Performs a wide variety of related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supports all administrative personnel for the purpose of providing assistance with their functions and responsibilities.

- Perform research, analysis and evaluate policies for Facilities and Maintenance & Operations. **E**
- Plan, coordinate and organize office activities and coordinate flow of communications; coordinate schedules and communicate with stakeholders regarding meetings and appointments.
- May assist in emergency response to ensure the District facilities are secure and operational, as needed.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Job related experience with increasing levels of responsibility required. Three (3) years experience working in customer services with demonstrated ability to work and communicate professionally, verbally and in written form.

KNOWLEDGE OF:

- Any combination of training, experience and/or education involving continuous and demanding public contact assignments.
- Knowledge of functions and operations of a school district and/or facility maintenance, office methods and procedures, and methods of management.
- Ability to understand and interpret district permit procedures.
- Ability to carry out oral and written directions; read, proofread, write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Ability to understand and interpret district and Board policies and procedures.
- Full knowledge of and ability to use PC-based spreadsheets and word processing.
- Ability to understand and carry out assignments requiring independent judgment and minimal supervision.
- Ability to think clearly and quickly and to analyze and solve problems of organization and maintain confidentiality at all times.
- Ability to compose correspondence independently.
- Ability to operate a variety of office equipment including a computer.
- Ability to establish and maintain a cooperative working relationship with others.

SKILL IN:

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Communicate, understand and follow both oral and written directions effectively.
- Operate modern technology equipment and programs
- Monitor, adjust and reconcile data as assigned.

- Plan, prioritize and organize scheduled work to meet schedules and time lines.
- Learn and maintain current knowledge of applicable rules, regulations, requirements and restrictions.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently and confidentially with discretion and little direction.
- Complete work with many interruptions.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.
- Interpret, apply and explain laws, rules, regulations, policies and procedures

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

LICENSES AND CERTIFICATES:
Possession of a valid California Driver's License is required.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.