



For the future of every student

## **CLASS TITLE: FACILITIES USE TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, coordinate and schedule the use of District facilities, meeting rooms, schools or fields by district staff, the public, and various groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; prepare and process invoices and collect related payments.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Coordinate and schedule the use of District facilities, meeting rooms, schools or fields by district staff, the public and various community organizations including sports leagues and other groups; assure compliance with applicable laws, codes, policies and guidelines; establish and maintain master and weekly calendars of facility use and provide calendars to appropriate staff; prepare reports related to facilities use.

Serve as a resource to administrators and the public concerning the use of facilities and fields; respond to inquiries and provide detailed information as requested including estimates for use of facilities.

Assist organizations in locating appropriate facilities or fields; provide, review and approve applications; assure organizations possess and provide appropriate liability insurance; coordinate use of site facilities with site personnel and the requesting organization.

Assist with the preparation and processing of invoices, and the collection of related payments; assure payments for use of facilities are received in a timely manner; follow-up with organizations to obtain payments; receive and account for facility payments; issue receipts as needed; maintain related database and records, and prepare related reports; prepare accounts receivable reports.

Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; prepare, print, duplicate, distribute, collect, verify and file various documents; compose routine correspondence; process facilities use applications and paperwork; compile, review and verify accuracy and completeness of applications and documents, and make corrections as needed; establish and maintain files for facility transactions.

Input data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents as required; review input and output data for accuracy.

Communicate with administrators, staff and outside agencies to exchange information, resolve issues and coordinate activities.

Assure equipment requested for meetings or workshops is provided; communicate with maintenance, custodial, or other support staff to assure sufficient tables and chairs are provided and to meet other facility use needs.

Operate a variety of standard office equipment; operate audio-visual equipment including a projector and sound system; drive a vehicle to various sites to conduct work.

Attend and participate in a variety of meetings related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Laws, codes, policies and procedures related to assigned activities.

Record-keeping and report preparation techniques.

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

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Telephone techniques and etiquette.

Operation of a computer and assigned software that support this level of work, including but not limited to word processing, spreadsheet, and database software used for data entry and retrieval.

Mathematic calculations.

**ABILITY TO:**

Coordinate and schedule the use of District facilities, schools or fields by various groups and community organizations.

Serve as a resource to administrators, district staff and the public concerning the use of facilities.

Interpret, apply and explain applicable laws, codes, policies and procedures.

Work independently with little direction.

Meet schedules and time lines.

Perform a variety of clerical duties in support of assigned activities such as preparing, processing, verifying, filing and maintaining routine records.

Utilize a computer to input data, maintain automated records and generate reports.

Type or input data at an acceptable rate of speed.

Determine appropriate action within clearly defined guidelines.

Prepare reports related to assigned activities.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Answer telephones and greet visitors.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through graduation from high school and two years clerical accounting experience, and/or general clerical experience involving frequent public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

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*Approved by Personnel Commission:* 06/18/2008  
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