

## Facilities Use Technician

### **DEFINITION:**

Under the direction of the Director of Facilities, schedules and coordinates the use of district facilities, meeting rooms, schools or fields by staff, public, and other various groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; prepares and processes invoices and collects related payments.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Laws, codes, policies and procedures related to assigned activities
- Strong customer service skills
- Record-keeping and report preparation techniques
- Modern office practices, procedures and equipment
- Oral and written communication skills
- Telephone techniques and etiquette
- Operation of a computer and assigned software, including but not limited to, word processing, spreadsheets, databases, facility scheduling and facility use permits software, and calendaring systems.

#### **Ability to:**

- Coordinate and schedule the use of District facilities, schools or fields
- Gather, collate, and/or classify data and coordinate a significant number of factors in the use of facilities
- Establish and maintain cooperative working relationships with staff and co-workers
- Meet the public tactfully and courteously and answer questions in person or over the telephone
- Understand and carry out oral and written directions
- Organize work and estimate time and material required
- Follow verbal and written directions
- Determine appropriate action within clearly defined guidelines
- Prepare reports related to assigned activities

#### **Experience and Education**

- Equivalent to completion of the twelfth grade
- Additional approved qualifying experience may be substituted for educational requirements

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in this position perform a variety of specialized administrative duties that require a thorough knowledge of District procedures and practices of facility use and coordination with the California Civic Center Act. The position requires a high level of responsibility and interaction with school district administrators, outside governmental agencies, community organizations, and the public. The position may also provide administrative duties to the Director, managers and other staff.

### **ESSENTIAL FUNCTIONS:**

- Facilitates the scheduling and use of District facilities, meeting rooms, schools or fields by staff, public, and other various community organizations including sports leagues and other groups
- Responds to all facility/field rental requests from non-profit, civic, and profit groups
- Assists organizations in locating appropriate facilities or fields; communicates and interprets district policies, procedures, and costs to user groups.

- Reviews completed contracts and/or facility use agreements, assigns costs for rentals, confirms scheduled use, sends out billings, collects rental fees, tracks costs to the District such as custodial overtime, and verifies current liability insurance coverage, etc.
- Coordinates with site administration before final approval of any group usage of facilities/fields
- Fosters collaborative relationships with Fiscal Services, City of Folsom Parks and Recreation Department, Cordova Recreation and Park District, and district staff.
- Maintains master calendar of each school site's facility use.
- Assure equipment requested for meetings or workshops is provided; communicate with custodial and/or other support staff to assure sufficient tables and chairs are provided.
- Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; type, file and duplicate a variety of forms, flyers, reports and correspondence; establish and maintain files for facility transactions.
- Perform duties associated with collection of Developer Fees, including the recording of all fees received by the district.
- Assist district staff with facility problems and placement of facility work orders
- Attend and participate in a variety of meetings related to assigned activities.
- Performs other duties logically and reasonably related to classification as assigned.

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.