



## PERSONNEL COMMISSION

**Class Code: 3348**  
**Salary Range: 20 (C1)**

### FACILITIES USE TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform a variety of technical duties related to the use of District facilities by District groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of technical duties related to the use of District facilities by various District groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines. **E**
- Review and process facilities use permits submitted online; price and approve permits; notify applicants of approval or denial; communicate with District offices and school sites regarding payment or date exceptions. **E**
- Serve as a resource to District staff and the public concerning the use of facilities and utilization of the online facilities use system; respond to inquiries and provide detailed information including estimates for use of facilities in accordance with established rates. **E**
- Assist organizations in locating appropriate facilities and scheduling use of facilities. **E**
- Review permits to assure payments for use of facilities have been made and create invoices as needed; follow-up with organizations and school sites regarding payment issues; receive, account for and issue receipts; maintain related records and prepare related reports. **E**
- Assure organizations and sites have appropriate liability insurance and mandated inspections; complete insurance applications as needed and determine the cost for the District-approved insurance program. **E**
- Review staffing needs for approved events; estimate and adjust related costs as necessary; verify time sheets submitted by District employees as requested. **E**
- Perform a variety of clerical duties; answer telephones and greet and assist visitors; receive and distribute mail; prepare, file and duplicate a variety of forms and records; compose correspondence; establish and maintain files; review, compute and input payroll entries as needed. **E**
- Communicate with administrators, District staff and outside agencies to exchange information, resolve issues and coordinate activities. **E**

- Serve as a lead in the office; train and provide work direction and guidance to assigned clerical staff; assign and review work; participate in the hiring and evaluation process as requested. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, and a computer and assigned software. *E*
- Attend and participate in a variety meetings and trainings; serve on assigned committees. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification facilitate the processing of permit applications and accounting of the use of District facilities by various community organizations and groups such as the Parent Teacher Association (PTA), Regional Occupational Program (ROP), churches, sporting events, adult school, governmental agencies, student body associations and performing groups. Incumbents serve as a lead in the office and are expected to make generalizations, evaluations and decisions without immediate supervision. Incumbents perform a variety of clerical duties related to assigned activities and in support of the department.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Permit documentation preparation and processing.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Principles of training and providing work direction.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Operation of a computer and assigned software.  
Laws, codes, policies and procedures related to assigned activities.  
Basic math.

#### **Ability to:**

Perform a variety of technical duties related to the use of District facilities by various District groups and community organizations.  
Serve as a resource to District administrators and the public concerning the use of facilities and utilization of the online facilities use system.  
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.  
Interpret, apply and explain applicable laws, codes, policies and procedures.

Work independently with little direction.  
Meet schedules and time lines.  
Determine appropriate action within clearly defined guidelines.  
Prepare records and reports related to assigned activities.  
Train and provide work direction and guidance to others.  
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.

**Education and Training:**

Graduation from high school or equivalent. College-level coursework in accounting, business administration or a related field is highly desirable.

**Experience:**

Two years of clerical record-keeping experience involving the application of procedures and regulations.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and office equipment.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000

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