

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Facility Use Technician

II. Definition

Under limited direction, serves as liaison between district and outside organizations requesting the use of district facilities.

III. Examples of Duties

Performs work related to the use of district facilities by outside organizations and child care providers. Calculates the square footage of leased facilities, prepares tenant invoices and monitors monthly income. Reviews and processes Use of School Facilities applications, field permit requests. Prepares user invoices for Civic Center Program after review of custodial reports and time sheets. Calculates percentage of fee that is returned to school facility accounts. Monitors and develops new facility use procedures as appropriate. Maintains computerized tracking of facility use fees collected. Provides assistance to administrators and clerical staff throughout the district regarding the principles and practices of use of district facilities and how it relates to the Civic Center Act. Maintains close working relationship with Fiscal Services, City of San Jose Parks and Recreation Department, organization contact and district employees. Performs duties associated with collection of Developer Impact Fees including the recording of all impact fees received by the district. Maintains positive interaction with tenants and district personnel regarding procurement of keys, monthly billings, renewal of leases, facility problems and placement of facility work orders. Assists in the development and maintenance of district property library. Maintain districtwide facility data base. Performs other related duties as assigned.

IV. Distinguishing Characteristics

Reports to Chief Business Officer of Business Services

V. Employment Standards

A. Knowledge of:

The laws and regulations governing Civic Center Act, insurance requirements and Developer Impact Fees, information service systems, school district operations and procedures and data processing functions

Knowledge of District organization, office procedures, practices and operations

Correct English usage, spelling, grammar, punctuation and vocabulary necessary for preparing correspondence and reports.

B. Ability to:

Create an atmosphere of respect, trust and high morale;

Effectively communicate orally and in writing;

Establish and maintain an effective working relationship with a wide variety of people, including administration, employees, community and city government;

Design and implement procedures to work with the community in resolving facility use issues;

Manage and review facility use budgets and internal audits;

Draft the recommendations for Board Policy review that adhere to state laws related to facility uses;

Assist in the preparation of annual facility report;

Perform difficult and complex tasks with independence and skill including coordinating and conducting meetings with outside agencies;

Assist with technical information in the preparation of Board agenda items;

Work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner;

Problem solve and effectively manage details and situations to ensure smooth operations while exercising independent judgment and tact.

Create and maintain complex word processing documents (including the use of Microsoft Word) and other related applications and programs), spreadsheets and data base documents.

Provide direct assistance to the Chief Business Officer in relation to facility uses with the community, and public and private agencies; and assist with other related tasks and responsibilities.

C. Education/Training/Experience:

Completion of 12 grade or equivalent. 5 years of increasingly responsible experience in the area of facility use, preferably 2 years in a public school district.

Successfully pass District's promotional clerical test and computer test.

D. Licenses/Certificates:

Valid California Driver's License.

VI. Specific Qualifications

Date: Revised June 2, 2005

Range: 28 \$ 37,396.08 - \$ 45,518.40

Category Code: FUT