

ORANGE UNIFIED SCHOOL DISTRICT

FACILITIES USE/ATHLETICS STAFF ASSISTANT

DEFINITION

Under general direction – organizes, posts, and maintains complex records relating to facilities use and athletics, accurately prepares reports concerning facilities use and athletics matters; handles a heavy volume of incoming traffic and calls relating to the use of facilities and athletics, initiates and receives telephone calls and in-person contacts, composes correspondence, and answers questions related to facilities use and athletics; interfaces with members of the public as well as with personnel from several District departments and sites, local government agencies, and community organizations; learns and applies specialized and technical procedures and performs related duties and responsibilities as required or assigned.

REPRESENTATIVE DUTIES

Learns and applies specialized procedures involving District policies, regulations, and practices; handles peak rushes related to the basic assignment; maintains specialized records with detailed accuracy relating to areas of responsibility; participates in other functions and activities, such as the management and tracking of facilities use requests, the coordination of Fred Kelly Stadium events and staffing, and temporary athletic coach employment and stipends.

Compiles and maintains basic record systems and files on facilities use, budget, staffing, and requisitions; prepares and follows up requisitions, reports, correspondence, and other communications regarding facilities use and athletics.

Organizes, maintains, and services the facilities use and athletics desk. Serves as an interface between Educational Services, Human Resources, and Business Services administrators relating to the use of school and District facilities and athletics. Works with accounting, payroll, personnel, risk management, facilities support, and other District personnel in coordinating matters relating to facilities use and athletics. Communicates regularly with school administrators and athletic directors.

ORGANIZATIONAL RESPONSIBILITIES

Positions in this Class report to managers from the Educational Services, Human Resources, and Business Services offices and are primarily responsible for a key set of processes, interactions, as well as data and information which must be maintained following legal and policy procedures – largely on their own responsibility as to accuracy and correctness. This position is responsible for regular communications with District and site staff, staff from local governmental agencies, community organizations, and with members of the public.

Positions in this Class may work under peaks of pressure and interruption, and their responsibilities are for the continuing activity assigned, including accurate communications and reports prepared on schedule.

TRAINING AND EXPERIENCE- Equivalent

Graduation from high school, possession of AA degree or equivalent preferred, including or supplemented by training in use of computers and office practices; and

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Four years of responsible office experience, including responsibilities for accurate record-keeping.

Equivalencies: additional college level training or experience may substitute for the other one on a year-for-year basis to a maximum of two years.

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KNOWLEDGE AND ABILITIES

Good knowledge of: English grammar, spelling, and arithmetic; letter writing and composition; modern record-keeping, record checking, and filing systems; modern office methods, procedures, terms and equipment; computer systems including school facility scheduling, spreadsheet and word processing software; good vocabulary; principles of staff and public relations; safe working methods and procedures.

Familiarity with: Facilities use and athletics organization and objectives.

Ability to: Read, understand, explain, and apply technical facilities use, athletics, educational, business, and personnel policies and materials which have legal implications; operate standard office equipment including computers; follow oral and written instructions; establish and maintain effective relationships with District and site staff, staff from local governmental agencies, personnel representing community organizations, and with individual members of the public.

Skills

Typing: 40 wpm

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body may not be required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work at a video display terminal for prolonged periods;