

**FRESNO UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Facilities Reservation Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management/ Planning	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-29/CSEA 125 Salary Schedule

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**(Former Classification: Facilities Use Technician)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform a variety of clerical work related to the District's Civic Center and Facilities Management Planning; communicate with community groups and District personnel to arrange use of school facilities to meet the needs of staff, students, families and the community; develop, prepare and maintain accurate and current Civic Center policies and procedures; coordinate custodial and food service personnel for facility activities to provide a clean and high quality learning environment.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform a variety of clerical work related to the use of the District's facilities and Facilities Management Planning; receive facility use requests; provide timely communication with community groups, District personnel and others to arrange appropriate use of school facilities. *E*

Determine availability of requested site; compute charge for use of facilities, including insurance costs; arrange for security as required for the protection and safety of the students, staff and the community. *E*

Prepare contracts, invoices and related paperwork in a timely manner; arrange for custodial and food services personnel as needed to provide a clean learning environment; assure proper billing and collection of fees for facility use to ensure the financial viability of the district. *E*

Prepare reports and purchase orders; maintain accurate ledgers; schedule meetings and conferences; compose correspondence from oral and written instructions. *E*

Input and update energy management schedules to comply with contracts providing reasonable, timely delivery of professional services. *E*

Respond to phone requests concerning various District events in a reasonable, timely manner to meet the requestors needs; provide information related to the use of facilities and the types of energy available. *E*

Coordinate with maintenance personnel to complete work needed related to contract use. *E*

Operate a variety of office equipment, including but not limited to, typewriters, computers, faxes, and copiers. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of responsible office experience including one year working with the public.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current Civic Center laws, regulations, codes, policies, procedures and practices.  
Facility scheduling and fee schedules.  
Current office practices, procedures and equipment.  
Accurate record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan facility use schedules.  
Plan and organize work.  
Maintain accurate records and prepare reports.  
Operate a computer to enter data, maintain records and generate reports.  
Read, interpret, apply and explain rules, regulations, policies and procedures related to assigned activities.  
Type at 40 words per minute.  
Work independently within scope of authority.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Learn new or updated computer systems/programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives, policies and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; seeing to read; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*