

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: USE OF FACILITIES COORDINATOR/SENIOR ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform varied and complex secretarial and administrative assistant duties; organize and coordinate workflow and communications; serve as office manager and provide work direction for subordinate office personnel. Provide assistance with varied and complex secretarial and clerical support services. Administering Use of Facilities under the guidelines of the Civic Center Act and the School Board.

REPRESENTATIVE DUTIES:

Organize and manage the office of an administrator who reports directly to the Superintendent; assure efficiency of office operations and staff; relieve the administrator of administrative detail.

Maintain, research, process, approve and invoice use of facilities applications; amend use of facilities approvals and adjust invoices when changes occur.

Apply and interpret the District's Board approved fee schedule to calculate use of facilities charges and categories.

Receive, process and receipt use of facilities payments; follow-up on delinquent use of facility payments; and request that charges be "written off" when all avenues to gain payment are exhausted.

Serve as liaison between the school sites, District staff and administrators, production and location scouts and other District approved organizations.

Track custodial hours worked in support of use of facilities and filming activities; inform the District approved organization(s) when the production companies stay longer than approved to ensure additional fees are paid.

Audit the companies' payments to ensure inclusiveness and accuracy; report custodial hours worked on filming with payrolls EDA numbers to the Budgeting/Account Tech; and work with production companies and the school sites when filming damage occurs or when items are reported missing to coordinate repair/resolution.

Serve as a member of the Joint Use Committee with the City of Burbank and Facilities Services.

Take and transcribe using any form of dictation or notetaking, letters, reports, bulletins and memoranda, including material of a confidential nature.

Compose difficult correspondence independently on a variety of matters, from notes, rough draft, transcription machine tapes or verbal instructions.

Assist as directed in the preparation of the division budget; maintain financial records for assigned programs, projects and activities.

Organize and collect statistical data and background materials to consolidate preparation of statistical, financial and administrative reports, including the division budget.

Receive visitors and interview callers; respond to routine inquiries and screen and refer callers to other individuals as appropriate.

Coordinate communications and provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Be available to receive calls and respond to inquiries from District Facilities Supervisors after hours and on the weekend regarding use of facilities.

Keep an accurate schedule of use of facility weekend activities for Facilities management and weekend security staff; coordinate with contractors to include weekend work on the weekend schedule.

Assign weekend security staff to open and close for contractors, city and filming activities when needed.

Work closely with the Facilities Supervisors to determine custodial and/or grounds overtime needed when large events are held on District sites.

Coordinate and schedule the City of Burbank baseball team sign-up day for District fields; and meet with each city team representative to reserve a field for team practice.

Maintain an understanding of the programs and functions of the division and their relation to the District operation as a whole; establish and assess work priorities to assure the timely completion of projects and assignments.

May provide work direction to subordinate office personnel; provide input and assistance in the selection of office staff.

Prepare and assemble Board agenda items, assuring the inclusion of required background materials.

Prepare and distribute meeting notices and agendas; attend meetings, workshops and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes of meetings, workshops and conferences.

Maintain a variety of complex and confidential files, records and reports related to personnel, payroll, division activities and State and federal projects and programs.

Originate and independently prepare material for the approval of the administrator; prepare and revise a variety of documents, reports, catalogs and other materials.

Open, sort and route U.S. and District mail.

Maintain calendar for the administrator; schedule appointments and arrange meetings, workshops or conferences by letter or by phone.

Order, receive, inventory, store and distribute office supplies and forms; assure adequate materials to support office functions and activities.

Operate a variety of office machines and equipment.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization, coordination and management of an administrator's office.
- Basic principles & practices of administration, supervision and training.
- School District organization, operations, policies and objectives.
- State Education Code, Civic Center Act, Board policy and other applicable laws.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Statistical and financial record-keeping techniques.
- Principles, operation and use of word processing equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Operation of computer and/or word processing hardware.

ABILITY TO:

- Organize and coordinate communications and clerical and secretarial duties in an administrative office.
- Collect and organize statistical data and background material for agenda items.
- Take minutes at meetings and conferences.

Organize complex material and summarize in report form the discussion of actions taken.

Train, schedule and furnish work direction to clerical and secretarial assistants as assigned.

Work independently with little direction.

Type at 40 words per minute net from clear copy.

Analyze problems accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Compose independently or from oral instructions letters, memos, bulletins or other material.

Work cooperatively and effectively with others.

Read, interpret and follow rules, regulations, policies and procedures.

Operate various office machines.

Make arrangements for meetings, workshops and conferences.

Maintain records and prepare reports.

Maintain a variety of filing systems.

Make arithmetic calculations with speed and accuracy.

Meet schedules and timelines.

Plan and organize work.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Type from transcribing equipment.

Attend meetings, conferences and workshops.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency; completion of two years of college level course work; four years increasingly responsible secretarial experience, including two years at the level of administrative assistant.

WORKING CONDITIONS:

District office environment.

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