

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Program Secretary – Building Rentals	
<i>Supervisor:</i> Theater Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 6

Job Summary

Serves as the main point of contact and is responsible for the routine operations of the building rentals program; supplies information and direction to program participants and building staff; schedules all rental activities in all schools; responsible for correct invoicing and payment receipts for rental groups; investigates complaints and damage reports from schools involving rental groups; requests scheduling of monitors, custodial services, and shipping and receiving services as needed; provides other secretarial duties at the facilities management department as directed.

Essential Job Functions

Receives requests for afterhours facility use and determines availability by checking master rental schedule, verifying to insure there are no school conflicts. Prepares rental agreement forms and maintains necessary records. Coordinates monitors and custodial scheduling as necessary.

Advises renters of and interprets building rules and restrictions, equipment usage limitations, and their responsibility as building renters.

Prepares all invoices for distribution to rental groups. Sends follow-up letters on past due invoices until payment is received. Collects payments for invoices and forwards payments to cashier. Maintains accurate records of all paid, unpaid, and overdue invoices.

Gives notification to, and coordinates with groups on, necessary cancellations because of school activities or building maintenance projects.

Performs follow-up work on damage reports and other problems associated with user groups. Investigates complaints and resolves problems, invoicing for damages as necessary.

Organizes and conducts meetings involving user groups and school district staff. Coordinates the annual Hering Auditorium user groups meeting for advance scheduling.

Provides information requested by the school board members and administrative center staff regarding rental groups and activities.

Non-Essential Job Functions

May make travel arrangements, schedule appointments, and keep appointment calendars for staff.

May attend meetings and prepare minutes.

May prepare or edit brochures, newsletters, and other informational/promotional material, including layout issues and writing text.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy equipment, fax machine, and 10-key calculator.

Independent Decisions

Makes decisions on the use and scheduling of facilities by various groups. Work is performed with considerable independent latitude and judgment, under the general supervision of the theater manager.

Primary Working Contacts

Frequent contact with building custodians, district maintenance, community education, building monitors, the theater manager, administrative center staff, building administrators, office staff, and other school staff. Assists students with scheduling of school activities such as proms. Extensive daily contact with the public, answering questions, solving problems, and scheduling rental activities.

Responsibility for Cash, Equipment, Safety

Maintains accurate records and accountability for invoice payments.

Supervision Received and Exercised

Gives direction to monitors; receives oral direction from theater manager.

Unusual Working Conditions

Must be able to work in high noise and high traffic area and have the ability to cope with potentially stressful contacts with the public.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. One (1) year of secretarial experience.
3. Proven knowledge of standard office procedures, practices, and equipment.
4. Good oral and written communication skills in English.
5. Proven skill in maintaining accurate records and filing systems, including bookkeeping skills.
6. Good skills in the use of computer software, including word processing, spreadsheet, database, desktop publishing, and web site editing; experience with email and the internet.
7. Ability to meet deadlines and flexibly reprioritize work as needed; identify and address program needs; positively represent the program, user groups, and the public; interact with others in a courteous and tactful manner; and maintain confidentiality of records and oral information.

The following is preferred:

1. Experience with MUNIS software system.
2. Three (3) years of secretarial experience.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.