



841 NE 22nd Ave., Camas, WA 98607
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An Equal Opportunity Employer

**CAEOP OPENING
2009-2010 SCHOOL YEAR**

Date: October 29, 2009
Job #: 2009-46
Position: Fields and Facilities Scheduling Secretary I
Schedule: Schedule will vary; 2.0 hrs a day; 260 days
Location: Camas High School
Hourly: \$17.67

Job Description

Fields and Facilities Scheduling Secretary

Reports to: Community Education Director
Status: Level I, CAEOP
Schedule: 10 hours per week
Full year

Purpose: The Fields and Facilities Scheduling Secretary will schedule and arrange for all district facilities and grass fields for community use, complete all contracts with community user groups, and assist with invoicing.

Essential Functions:

1. Facility Scheduling-Work closely with school administration to coordinate the scheduling and use of district facilities after school hours and during breaks. All scheduled activities to be maintained on the district wide e-calendar.
2. Community Grass Field Scheduling- Work closely with school administration and the Athletic Department to coordinate the scheduling and use of district grass fields during after school hours and during breaks. All scheduled activities to be maintained on the district wide e-calendar.
3. Use and Rental Fees: Meet or work with community groups as needed to schedule facility use and review contracts for fees. Coordinate with the AD, principals, and business office to invoice user groups. Make sure user groups are current in their accounts before scheduling use.
4. Review with community users facility use and guidelines, and ensure adherence to them.
5. Determine and request, or arrange for, equipment and/or furniture needs of user or community group.
6. Determine and arrange for custodial staff and monitors for events as needed
7. Monitor and update facility and field availability. Notify groups of schedule changes or cancellations due to unforeseen circumstances; school cancellations, inclement weather, etc.

Successful performance of this position requires an individual who can demonstrate the following competencies:

1. **Problem Solving:** Identify and resolve problems in a timely manner with minimal supervision. Gather and analyzes information and maintains confidentiality.
2. **Interpersonal Skills:** Remains open to ideas, exhibits a cooperative attitude.
3. **Effective Communication:** Articulate and appropriate verbal and written communication skills.
4. **Planning and Organizing:** Ability to organize and prioritize activities.
5. **Quality:** Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
6. **Adaptability:** Adapts to changes in the work environment, manages competing demands, and is able to deal effectively with frequent change, delays, or unexpected events.
7. **Dependability:** Regular reliable attendance, follows direction, and solicits feedback.

Physical Requirements/Environment Conditions:

1. Requires sitting, standing, and walking.
2. Requires driving to different facilities and fields in the district.
3. Some schedule flexibility may be necessary

Qualifications:

1. High school diploma or equivalent.
2. Secretarial experience or training
3. Ability to use multiple forms of technology to include MS Word, Excel, Outlook, and familiarity with data bases and scheduling software.
4. Demonstrated proficiency using standard office equipment
5. Ability to maintain confidentiality.
6. Ability to work with frequent interruptions.
7. Ability to read, handle, track, and file large amounts of paperwork.

I understand that this is not an exhaustive list of my job duties and that I may be asked and will be expected to perform other relevant and related duties as needed. My signature indicates that I have reviewed this description and understand the position requirements.

Employee Signature

Print

Date

Supervisor Signature

Print

Date