

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:     ATHLETICS/FACILITIES OFFICE TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the District Athletic/Facilities Utilization Administrator and/or designee, provide support and technical assistance to the Administrator, staff, parents, school sites and outside agencies in areas related to the program; perform technical and clerical duties related to assigned activities.

### **ESSENTIAL FUNCTIONS:**

Provide support and technical assistance to the Administrator, staff, parents, school sites and outside agencies in areas related to the program; independently resolve issues or concerns, or direct to appropriate authority.

Answer and screen telephone calls; direct callers to appropriate authority. Communicate and coordinate with other departments, district staff and outside organizations regarding office or program operations, activities, supplies, policies and procedures. Prepare and coordinate administrative schedules and calendars; make travel arrangements as assigned.

Maintain a variety of complex records and files; operate office equipment and assigned software; organize and compile reports requiring use of independent judgment; collect and compile statistical data and prepare program-related reports and summaries. File and purge materials according to established procedures.

Maintain and process information related to assigned operations records (i.e. coaching rosters, certification logs, and community sports facility use records). Input information into computerized database and generate a variety of reports and lists; assure the timely distribution of a variety of records and reports; request or provide information as necessary; prepare graphic presentations and charts as assigned.

Monitor site reports and records related to program activities; receive packets and documentation from various program-related sources (i.e. school sites); verify completion and accuracy of forms (i.e. facility use forms).

Serve as a liaison between Administrator and others involved in program-related business; provide clerical support to staff and others as necessary; monitor and assure timelines are met.

May compose correspondence independently or from oral instructions; type letters, reports, memoranda, documents, Board agenda items and Board communications, athletic recognition certificates, records and other materials from straight copy, rough drafts or oral instructions; review, proofread and verify accuracy and completeness of documents.

Coordinate and process pre-employment packets and ensure compliance of position requirements for

athletic coaches. Process and submit adjunct duty stipend paperwork (i.e. academic and athletic activities). Issue and/or confirm coaching certification licensure. Update various program handbooks (i.e. Student/Athlete Handbook, High School and Middle School Student Athlete/Parent Handbook, Secondary Coaches Handbook).

Inventory, order, receive, store and distribute office and departmental supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; tabulate, duplicate and forward invoices to appropriate departments.

Receive, sort and distribute incoming mail; prepare bulk mailings; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs. Coordinate updates to program-specific website. Ensure all athletic forms are current on website.

Maintain confidentiality of sensitive and privileged information.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office methods, practices and equipment.  
Basic research methods and report preparation techniques.  
Record-keeping and filing techniques.  
Interpersonal skills including tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Telephone techniques and etiquette.

**ABILITY TO:**

Provide support and technical assistance to the Program Administrator, staff, parents, students, outside agencies (as appropriate) and school sites in program-related areas.  
Learn applicable sections of the State Education Code and other laws and regulations related to the program.  
Perform technical and clerical duties related to assigned activities.  
Maintain accurate and confidential files and records.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Operate a variety of office equipment including a computer and assigned software.  
Conduct research and compile reports.  
Type at 35 words per minute from clear copy.  
Maintain confidentiality of sensitive and privileged information.  
Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.  
Analyze situations accurately and adopt an effective course of action.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years of clerical experience involving public contact and record-keeping. Preferred experience working in the athletics field and/or direct knowledge of District-wide athletic programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.