



2008
May

JOB DESCRIPTION

JOB TITLE	Assistant, Community Use of Facilities
JOB LEVEL	C
DEPARTMENT	Director's Services, Public Affairs and Community Relations
SUPERVISOR	Supervisor, Community Use of Facilities

POSITION SUMMARY

The Assistant, Community Use of Facilities provides organizational support by completing tasks related to facility reservations, customer service, and data management.

DUTIES AND RESPONSIBILITIES

- Respond and provide information to a high volume of inquiries.
- Determine group classification, function requirements, fees, and group priority usage.
- Ensure insurance coverage is appropriate and meets Board requirements.
- Liaise with user groups, school staff and custodial services to coordinate arrangements.
- Receive and process agreements.
- Track/log user fees, insurance, payments, cancellations, refunds, and permit information.
- Maintain computerized calendars, records of permit, liquor licenses and other necessary data for each facility.
- Intervene to collect fees for delinquent accounts.
- Process incoming and outgoing correspondence (mail, email, fax and courier.)
- Photocopy reports and documents and complete filing.
- Organize appointments and meetings.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

One and one-half years of related work experience is required.