SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Real Estate Services Assistant
REPORTS TO: Assigned Supervisor

DEPARTMENT: Facilities
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 039

REVISED: September 24, 2019
OTBS

BASIC FUNCTION:
Receive and process requests and permits for the rental of school district facilities for civic center purposes; collect and process development fees.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Receive and review requests from PTAs, scouting, civic, church, and community groups, theatrical, recreation, and other organizations for the use of school district facilities. E

Communicate with rental requestors to establish a working relationship, convey rental policies, answer questions and ascertain complete and accurate facility use needs. E

Coordinate rentals with school site administrator and conduct necessary follow-up on approval/denial; may contact adult education or city recreation department to prevent conflict with other community events. E

Create and process rental permits; compute charges, disseminate charges to renters and collect rental payment via mail delivery or face-to-face client interaction. E

Explain district policies and procedures, state education code and government codes related to the Civic Center Act and development fees to district staff, the general public, and other public and government agencies. E

Request, receive, verify and continually monitor liability insurance for all rentals, ensuring information is received, correct and current prior to the event. Collaborate with district risk management department when necessary. E
Maintain electronic rental files for each school site, ensuring comprehensive information is organized for reference.

Collect development fees; coordinate with the City of San Diego, architects, property developers and general public to ascertain details of development projects and compute charges.

Interact with the general public to collect fees and execute Certificates of Compliance in the presence of fee payer; provide takeaway documentation of payment.

Process refunds for development fees; investigate requests for development fee refunds, collect viable information, prepare accurate documentation of refund, and process refund ensuring the proper approvals are obtained.

Prepare periodic and special reports on facility usage and development fees.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to four years of recent, full-time, paid experience involving both continuous and demanding public contact assignments and office-administrative work. Experience using database software or an electronic reservation system is desirable.

LICENSES AND OTHER REQUIREMENTS:
None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Modern office procedures and methods and the use of standard office machines, equipment, and the use of a computer.
Various and related software applicants including Microsoft Excel, Outlook, and Word.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:
Operate standard office equipment including computers and related software applications to create and maintain files, manipulate data, and format reports and documents.
Utilize Microsoft Outlook and its advanced features including task management, folder organization, and reminders.
Type and/or keyboard accurately.
Establish and maintain effective working relationships with representatives of diverse communities and district staff.
Interpret and apply laws, rules, regulations, policies, and procedures pertinent to assigned area.
Communicate effectively orally and in writing.
Prepare clear and concise written communications.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Work in a fast-paced office environment.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office environment

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 9.24.19--RL
Revised 3/24/04-PeopleSoft
Job code 6230
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