

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

2/20/03
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TITLE: OPERATIONS TECHNICIAN

QUALIFICATIONS

Knowledge of

1. Business math, ledger, and record keeping procedures.
2. Federal and state laws, and district rules, policies, and regulations pertaining to assignment.
3. General accounting and bookkeeping principles and procedures related to assigned areas of responsibility.
4. Modern office methods and procedures including correct English usage, spelling, grammar, punctuation, proper telephone techniques and etiquette.
5. Safety rules and regulations for this position.

Ability to

1. Analyze situations and take appropriate action in a variety of procedural matters.
2. Be a productive and active team member.
3. Communicate effectively in both oral and written forms.
4. Compile and maintain accurate and complete records and reports.
5. Compose letters, memos, etc. without supervision.
6. Establish and maintain effective work relationships with those contacted in the performance of required duties.
7. Follow designated safety regulations associated with this position.
8. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
9. Independently make scheduled and unscheduled reports and keep detailed records.
10. Learn and follow the operations, procedures, policies, and requirements of the Operations/Civic Center department.
11. Understand established departmental goals and objectives; and work to ensure their fulfillment.
12. Maintain accounts receivable in an accurate and complete manner.
13. Operate modern office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer, etc. with speed and accuracy.
14. Perform a variety of specialized clerical and technical work of more than average difficulty, involving use of independent judgment and requiring accuracy and speed.
15. Perform routine mathematical calculations using addition, subtraction, multiplication, and division.
16. Present and maintain a pleasant appearance and demeanor.
17. Prioritize and coordinate workflow in a timely manner.
18. Read, understand, interpret, and explain a variety of policies, laws, rules, and regulations to others as required.
19. Receive and give information over the telephone or in person in a courteous manner.
20. Type accurately at a rate of forty-five (45) words per minute.
21. Understand and carry out oral and written instructions.
22. Apply knowledge of computer software programs including, but not limited to, word processing and spreadsheets.

Ability to (continued)

23. Work efficiently with frequent interruptions, maintaining high standards of workmanship, including maintenance of confidentiality.
24. Work successfully with diverse groups of people.
25. Work without continuous supervision.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including courses in bookkeeping, accounting, and modern office practices.
2. Three (3) years of increasingly responsible clerical and bookkeeping/accounting experience including successful use of a computer and related programs or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. A good working knowledge of database programs.
4. A work history demonstrating reliability and good attendance.

REPORTS TO: Assigned administrator

JOB GOAL: To provide a variety of specialized and complex technical and clerical support for the Operations/Civic Center department so that the operation of that unit is able to operate in an efficient, effective, and professional manner.

ESSENTIAL FUNCTIONS

1. Checks, verifies, sorts, tabulates, and files data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
2. Communicates effectively in both oral and written forms.
3. Compiles and posts data and information to appropriate records which have legal, administrative, or confidential importance.
4. Coordinates and maintains district-wide scheduling of all public and after-hour use of facilities.
5. Follows district policies and procedures.
6. Greets in a courteous manner, ascertains needs, and directs individuals to various departments, meetings, and/or staff members.
7. Keeps a detailed and accurate accounting record concerning accounts receivable and departmental budget income and expenditures.
8. Knows and understands the Mission and Core Values of the district.
9. Modifies or devises forms, reports, or requisitions which significantly affect department functions.
10. Organizes and expedites the flow of work through the Operations/Civic Center office.
11. Participates in district in-service training as required.
12. Prepares and types reports, forms, leaflets, booklets, and directories requiring correct English usage, spelling, grammar, and punctuation for publication and distribution.
13. Prepares deposits for all monies collected and forwards to Business Services for deposit.

ESSENTIAL FUNCTIONS (continued)

14. Prepares purchase requisitions, sends to appropriate department, receives and signs for receipt of goods, forwards appropriate paperwork to Business Services for payment.
15. Processes forms, applications, documents, records and/or other paperwork in support of the Operations/Civic Center department.
16. Provides excellent Customer Service to staff and community members regarding assigned duties.
17. Receives and attempts to resolve complaints through knowledge of departmental and district rules and regulations.
18. Receives requests for facility use and coordinates appropriate action to help complete them efficiently and expeditiously.
19. Schedules all overtime related to Civic Center events.
20. Screens calls and visitors; make appointments with appropriate staff members, professional figures, and community representatives.

OTHER FUNCTIONS

1. Copies materials using copy machine or other media as assigned.
2. Types prescribed information on forms, cards, and records from clearly defined sources.
3. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
4. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.
3. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.

PHYSICAL ABILITIES (continued)

13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by: Board of Education Date: February 20, 2003

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**