



EMPLOYEE NAME: _____

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02; 1/05; 8/06;09/07;
07/08;07/10; 02/12; 10/12; 4/22;6/23

JOB DESCRIPTION

POSITION TITLE: Secretary V, Venue Management	JOB CODE: 487C
DIVISION: Chief of Staff	SALARY SCHEDULE: Office Clerical/Tech Annual
DEPARTMENT: Events & Venue Management	WORKDAYS: Annual Administrative Employees
REPORTS TO: Coordinator, Venue Management	PAY GRADE: Clerical Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides assistance to the Venue Management Coordinator in the area of scheduling CCSD facilities to district divisions/departments, schools, school support organizations, community user groups, and other organizations; provides assistance with contracts and invoices; works with local school contact persons regarding facility use at the respective schools.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, word processing, math skills; accuracy; organization; public relations; knowledge of CCSD policies and procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Receives, reviews, classifies, annotates, and distributes incoming mail/email; screens, refers, and records calls and follows through on messages while acting as receptionist for the Venue Management Office; maintains files of correspondence and records.
3.	Provides information to potential user groups regarding facility use rules and regulations.
4.	Composes and types correspondence and prepares facility use contracts, invoices, and related documents.
5.	Assists Venue Management Coordinator with compiling facility use schedule; works with user groups in finalizing facility use schedule; schedules and maintains calendar for the Venue Management Coordinator.
6.	Prepares bi-weekly and monthly supplemental payroll for district staff working contracted events.
7.	Processes contracts and payments for third-party vendors/contractors working contracted events.
8.	Maintains bookkeeping records for all contracts; prepares monthly billing for long term contracts.
9.	Calculates user fees for facility use contracts.
10.	Provides local school contact with information regarding client groups.
11.	Assists local school contact with securing personnel required to support contracted events.
12.	Employs technological resources to facilitate workload and enhance office operations.
13.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____