

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: PERMITS & SET UP DEPARTMENT MANAGER

BASIC FUNCTION:

Under the direction of the Director-Operations, manage, coordinate and schedule the use of organizational facilities by various groups, companies and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and schedule the use of organizational facilities by various groups, companies, and community organizations; assure compliance with applicable laws, codes, policies and guidelines; establish and maintain master calendar of facility use; prepare reports related to facilities use.

Process permit applications according to established procedures; complete paperwork for approved permits; prepare requests for permits and obtain proper authorization; notify applicants of approval or denial; issue permits to applicants.

Serve as a resource to administrators and the public concerning the use of facilities; respond to inquiries and provide detailed information as requested including estimates for use of facilities.

Assist organizations in locating appropriate facilities, coordinating use of site facilities with site personnel and the requesting organization.

Assure fees for use of facilities are received in a timely manner; follow-up with organizations to obtain payments; receive and account for facility fees; issue receipts as needed; maintain related records and prepare related reports.

Assure organizations have appropriate liability insurance; complete insurance applications as needed and determine the cost for the approved insurance program.

Determine staffing needs for various facility-based events; estimate and adjust related costs; assist permit and set-up staff on an as needed basis

Assist with safety procedures; attend and advise in primary meetings and sub-committee meetings; plan, oversee, and execute safety scenarios/objectives and safety drills; calendaring and scheduling for safety drills.

Assist **in** the coordination of development projects.

Attend and contribute to Long Term Strategic Planning and Capitol Expense meetings.

Aid in the financial planning and budgeting for facilities and grounds, coordinate with Facilities, Grounds and Maintenance Supervisor to assure completion of contracted work.

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Aid in student transportation planning; aid in re-registration; provide assistance to the transportation department in the absence of the Transportation Coordinator.

Advise and assist with the scheduling of athlete and sport events, assist with writing non-permit contracts for all athletic teams during the "off" seasons.

Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; type, file and duplicate a variety of forms, reports and correspondence; establish and maintain files for facility transactions.

Communicate with administrators, staff and outside agencies to exchange information, resolve issues and coordinate activities.

Operate a variety of computer and other standard office equipment.

Monitor, oversee and coordinate activities of contracted work crews; keep administrators and other personnel current concerning projects, situations, and completion of work; assure activities comply with established rules, regulations, policies and procedures; inspect completed work for accuracy and compliance with instructions and established standards.

Attend and participate in a variety of meetings related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Permit documentation, preparation and processing.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Telephone techniques and etiquette.
Operation of a computer and assigned software.
Laws, codes, policies and procedures related to assigned activities.
Basic math.

ABILITY TO:

Coordinate and schedule the use of organizational facilities by various groups and community organizations.
Serve as a resource to administrators and the public concerning the use of facilities.
Interpret, apply and explain applicable laws, codes, policies and procedures.
Work independently with little direction.
Meet schedules and timelines.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Determine appropriate action within clearly defined guidelines.
Prepare reports related to assigned activities.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Answer telephones and greet visitors.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years general experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.