

**FACILITY AIDE**

**I. Position Identification**

- A) Title: Facility Aide
- B) Bargaining Unit: Yuba City Employees' Association
- C) Customary Work Hours: 7:30 a.m. until 4:30 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Recreation Supervisor I/II
- F) Directs The Work Of: None
- G) Educational and/or Experience Requirements:

Education: High School graduate or equivalent.

Experience: Some experience involving responsibility for basic office procedures including proficiency using a personal computer and applicable software programs. Experience in working with the senior population is desirable.

- H) Licenses and/or Certificates Required: Possession of a valid California Class C driver's license.

**II. FLSA Status:** Non-exempt

**III. Position Summary**

Under supervision, coordinates daily office tasks, assists in establishing work duties for volunteer staff, maintains and updates attendance and rosters, performs daily balancing of money transactions, assists with facility/program supervision and performs related work as required. A person in this position performs routine and repetitive tasks at the Yuba City Senior Center.

**IV. Essential Functions**

1. Assists in establishing and coordinating work duties for volunteer staff.
2. Prepares and maintains attendance reports and rosters.
3. Performs and maintains computerized registration program, refunds and transfers for activities and balances funds on a daily basis.

4. Arranges field trips and special events for seniors.
5. Responsible for general duties such as ordering supplies, answering phones, distribution of mail, filing, running miscellaneous errands, preparing correspondence, etc.
6. Assists in the organizing and conducting of fund raising activities including the generation of publicity, fliers and tickets.
7. Creates table settings and sets tables for major functions.
8. Creates or assists in the creation of the monthly calendar and newsletter.
9. Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values.
10. Develops and maintains positive public relations with emphasis on customer service.
11. Has the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily activities.
12. Performs other duties and assumes other responsibilities as apparent or as delegated.

**V. Collateral Functions**

1. Communicates to local media the activities being conducted at the Senior Center.
2. Collects information for standard reports of activities at the center.
3. Participates in task force and other related activities.
4. Assists in performing kitchen activities.
5. Performs related duties and responsibilities as required.

**VI Job Related and Essential Qualifications**

**A. Knowledge of:**

Basic office principles and practices.  
Operation and care of office equipment.  
Elementary principles, practices and techniques of filing.  
Application of basic computer skills.  
Safe driving and work practices.  
Modern office methods and procedures.

**B. Skill at:**

Coordinating multiple projects and meeting deadlines.  
Using a personal computer and job-related software applications.

**C. Ability to:**

Prepare reports and maintain records.  
Lift moderately heavy objects as required.  
Ability to work flexible hours, i.e., weekends, evenings and some split shifts.  
Communicate effectively, both orally and in writing.  
Meet the physical, mental and environmental demands of the job.  
Follow oral and written directions.  
Prepare reports and efficiently maintain accurate records.  
Establish and maintain cooperative working relationships with co-workers and the general public.  
Keep abreast of new products and procedures, and changing technology relevant to this position.  
Use initiative and exercise sound independent judgment.  
Use courtesy, tact and firmness in dealing with the public.  
Evaluate alternative solutions and present recommendations.  
Work independently in the absence of supervision.

**VI. Physical Demands/Qualifications**

1. Moderate lifting, pushing and pulling required setting up tables and chairs.
2. Requires the ability to sit for potentially long periods of time throughout the workday.
3. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eyestrain.
4. Hearing sufficient to understand conversations, both in person and on the telephone.

**VII. Non-Physical Demands/Qualifications**

Must be able to:

1. Operate under tight deadlines.
2. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
3. Demonstrate a high level of integrity.
4. Possess a valid driver's license.

**VIII. Environmental Conditions**

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity