



CLASSIFICATION DESCRIPTION

TITLE: Facility Use Coordinator

Title of Immediate Supervisor: District Community Schools Coordinator	Department: Community Education	FLSA Status: Exempt
Accountable For (Job Titles): Varies		Pay Grade Assignment: DDWIAA, Class I-B

General Summary or Purpose Of Job:
Under the direction of the District Community Education Coordinator, and with the guidance of the Facilities Manager and Activities Directors, the Facilities Coordinator is responsible for coordinating, promoting, scheduling and planning events and activities in district facilities outside of the school day and in the summer.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Manage the district's Community Use of Schools Facilities and Equipment Policy/Fee Schedule for the educational, recreational, cultural and civic activities of the community.	25%
2.	Coordinate the centralized scheduling, issuing and approving permits and billing system for community use of indoor and outdoor school facilities according to School Board policy.	15%
3.	Create and send invoices, ensure timely receipt of payment from groups using school facilities.	10%
4.	Verify facility users have the appropriate insurance coverage needed to use the school facilities and maintain records of certificates of insurance.	10%
5.	Conduct, meet, and confer meetings with multiple users of facilities on a seasonal basis and as needed.	10%
6.	Serve as liaison for school district and community user groups in negotiating and resolving facility and grounds usage conflicts and concerns in cooperation with appropriate district staff, administrators and community leaders.	10%
7.	Develop, monitor and manage the facilities-use revenue and expenditure budget.	5%
8.	Continually explore systems and best practices for improving ease of facility use scheduling and billing processes.	5%
9.	Develop positive relationships and partnerships with district staff and community members.	5%
10.	Performs other duties as needed or assigned by the Community Education District Coordinator.	5%



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Minimum Qualifications:

- High School graduation or equivalent.
- Three years of experience in advanced office management and/or scheduling.

Desired Qualifications:

- One to three years of experience in community education or parks and recreation is preferred.
- May require possession of an Associate degree in business or a related area.
- May require previous experience as a lead worker.

Certification or Licensing Requirements (prior to job entry):

None

Knowledge Requirements: (Requires knowledge of)

- District policies, regulations, procedures and processes.
- Applicable state and federal rules, regulations, policies and procedures.
- Customer service principles and practices.
- District budgeting and payroll processing.
- Modern office methods, practices and procedures.
- Bookkeeping and basic accounting principles and principles.
- Advanced to expert level personal computer operations and software applications.

Skill Requirements: (Skilled in)

- Planning, organizing and setting work priorities and work independently with no immediate supervision.
- Meeting predetermined deadlines and utilizing flexibility with work and priority shifts.
- Gaining cooperation and conformance from others without authority.
- Interpreting, explaining and applying written and oral instructions, procedures and regulations.
- Communication skills, both oral and in writing.
- Determining priorities in the handling of unique and/or complex problems.
- Promoting public relations and dealing tactfully and diplomatically with staff, students and the general public.
- Maintaining confidentiality with sensitive information, issues and situations.

Physical Requirements: (Indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	



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Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk and hear				x
Taste and smell	x			
Lift & Carry:				
Up to 10 lbs.			x	
Up to 25 lbs.		x		
Up to 50 lbs.				
Up to 100 lbs.				
More than 100 lbs.				

General Environmental Conditions:

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)

	Yes	No
No special vision requirements	x	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Description revised by Laumeyer Human Resource Solutions 5/11