

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### USE OF FACILITY SPECIALIST

#### QUALIFICATIONS:

- (1) Associate Degree in Business from an accredited institution or equivalent experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Extensive knowledge of computers and skill in the use of a copy machine and other standard office machines. Knowledge of rules and regulations controlling budgetary, internal record-keeping activities and contract procedures, Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of the school system. Knowledge of facility management, maintenance and district policies concerning use of facilities, Knowledge of insurance liability contracts and how they relate to district policy concerning facility rentals. Ability to deal effectively and courteously with students, parents, school employees and the general public.

#### REPORTS TO:

Director of Plant Services or Coordinator of Plant Operations

#### JOB GOAL

To perform the duties, responsibilities and functions needed to ensure the effective and efficient scheduling of all District facilities/properties to meet the school and community needs.

#### EVALUATED BY:

Director of Plant Services

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Manage internal funds.
- \* (2) Prepare all correspondence and Use of Facility Invoices for facility use requests.
- \* (3) Process Payments and submit to Finance
- \* (4) Maintain use of facility agreements and records for all sites in accordance with retention schedules.
- \* (5) Maintain database for scheduling activities.
- \* (6) Prepare and submit all required reports.
- \* (7) Coordinate with finance departments as needed for accurate coding of department revenues.
- (8) Coordinate schedules of sites for organizational purposes for designated Use of Facilities Events and move organizations, as needed, to alternative sites when conflicts or multiple requests for same site and date occurs.
- (9) Communicate designated Use of Facilities events with appropriate departments and personnel.

Use of Facility Specialist (Continued)

- (10) Schedule personnel as needed for Use of Facilities events.
- \*(11) Process insurance contract requirements and all facilities forms that apply. (UOF Requests, UOF Agreements, invoices)
- (12) Assist with District Events
- (13) Approve all Calendar scheduling and/or event data using scheduling software (i.e. School Dude).
- (14) Create, process and track invoices for all waived and reduced rates
- (15) Track Willingness to Serve employees
- (16) Handout keys as needed. (make sure they are returned)
- (17) Get approvals for organizations from schools / sites
- (18) Change or cancel events if necessary
- (19) Schedule and attend all monthly Facilities meetings
- (20) Fix scheduling conflicts
- (21) Use effective, positive interpersonal communication skills.
- (22) Perform other incidents tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code: 9**

**Salary Lane: Support CDZ**

**Approved 01/18/2022**