

Job Title: **Facilities Reservations Coordinator**
 Job Family: **Business Services: Operations**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **070501**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G14**

SUMMARY: Coordinate the use of Adams 12 facilities by staff and the community. Compile information and ensure the correct preparation of documents for customers (internal and external).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|----------------|-------------|
| 1. Using district scheduling software, prepare and provide the necessary documentation for customers to use district-owned facilities, including the Educational Support Center (ESC). Gather information including, but not limited to, dates, days, and hours of use, and of the renting organization from the customer to prepare the permit, confirmation and estimated invoice. Ensure each group has current liability insurance and non-profit certification, if applicable, to determine the appropriate fee schedule. Work with the customer regarding, including but not limited to, application procedures, scheduling HVAC, snow plowing, parking lot lights, grounds keeping, custodian, requirements and cost of use. Schedule, coordinate and lead facility tours for internal and external customers. | D | 35% |
| 2. Prepare and provide the necessary documentation for internal personnel such as school coordinators, custodians, project managers, department managers and light/sound technicians. Ensure each party has the correct information for each event, including but not limited to, dates, days, hours of usage, location and any equipment and set-up needs of the group. Assist school personnel with activities, school events, construction and maintenance scheduling. Coordinate school reunification and reunification drills as needed. | D | 20% |
| 3. Schedule and coordinate local police, fire, political training and events. | M | 5% |
| 4. Respond to parent/community/staff concerns and questions related to a variety of sensitive and critical issues concerning rental, treatment and all matters pertaining to district and department policies. Provide high quality customer service to ensure all customers are treated fairly and equitably. | D | 20% |
| 5. Gather and analyze permit information and staff overtime. Perform payroll-related duties using district information technology systems, including compiling staff overtime, timesheets and enter/adjust the information to prepare customer invoice(s). Collect, track, post and reconcile revenue for customer accounts. Problem solve and trouble shoot accounting needs such as refunds and credits, collections on accounts, billing disputes, and time sheets from district staff. Prepare the necessary documentation and perform deposits to Financial Services. | D | 10% |
| 6. Coordinate the need for cross-over custodian(s) for community events. Assist and direct crossover custodians with building codes, facilitate the need for school specific training, and transfer of keys. | W | 5% |
| 7. Perform other job-related duties as assigned. | Ongoing | 5% |
| | TOTAL = | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of four (4) years of general clerical experience.
- Experience in event scheduling software preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to coordinate and schedule activities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain confidentiality in all aspects of the job.
- Basic accounting skills.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|----------------------|----------|
| Reports to: | Facility Use Manager | 100518 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|--|----------------|----------|
| Direct reports: | This job has no direct supervisory responsibilities. | | |

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands and fingers to handle and/or feel | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| 51 to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|-------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |