

## **FACILITY USE MANAGER**

### **Purpose Statement:**

The job of Facility Use Manger is done for the purpose/s of planning, implementing, directing and coordinating the District's facility use program. The person in this position will provide skilled and complex support services for non-school site operating unit and its staff. This position works under the direction of the Director of Facilities Operations, coordinating and scheduling facility usage by various user groups during non-school hours. This person also monitors the cost effectiveness of facility usage and user groups; coordinates with appropriate school site personnel and users to ensure adequate support staff and equipment is in place to support recreational programs and user groups as needed.

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### **Essential Functions**

- **Models** the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks
- **Develops** and maintains databases of pertinent facility use agreement information for all District-wide facility use agreements and other statistical data
- **Develops** and conducts district-wide training programs for staff on facility use processes, policies and procedures, and equipment setup
- **Maintains** and ensures accuracy of facility use web page and other related printed materials
- **Assists** in the development of district-wide policies and procedures relative to facility use and inter-local agreements as required
- **Serves** as a liaison between the schools, community and district staff to communicate and facilitates the use of district properties
- **Prepares** and presents information for public, district, or other organizations relative to facility use
- **Evaluates** and approves certificates of insurance from the facility user to determine compliance with district insurance coverage requirements
- **Composes** facility use agreements for community use of educational facilities
- **Monitors** compliance to district policies and procedures for community use of educational facilities
- **Provides** facility use agreements, invoices and related correspondence to community organizations and school contacts
- **Collects** and or processes payments from facility users
- **Keeps** his/her supervisor informed of critical issues and incidents
- **Keeps** up to date on current technology being used by the District's currently employed facility use database
- **Maintains** a professional development plan to ensure that the skill level in various technologies is at the level required to perform in current position
- **Performs** other duties and responsibilities as assigned by the supervisor

- **Coordinates** the District wide facility use calendar for all District buildings with the building administrators/principals and their designees
- **Develops**, modifies, and maintains processes all services provided to facilities such as: HVAC; supervision; setup of furniture; access to technology; custodial services; and others as required

**Other Functions**

- **Assists** other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

Skills are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Knowledge and experience in disciplines of office space/facility contract management. Demonstrated oral and written communication skills; ability to read, interpret, translate and apply District policy and regulations. Ability to analyze data and prepare accurate reports. Ability to interact effectively with others regarding facility use agreement issues. Ability to plan and implement practical, efficient procedures and to communicate those to others. Strong listening skills and highly developed problem-solving ability. Ability to make presentations to small and large groups. Ability to use various computer software including standard MS Office applications, database software and other software relative to this position. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the Organization’s services.

**Working Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and minimal hazardous conditions.

**Experience** Job related experience within specialized field is required.

**Education** Targeted job related education or AA Degree preferred

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver’s License and Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance