



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: Facilities Use Specialist
REPORTS TO: General Manager of Facilities Use **SITE:** District Office
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** 12 Months
SALARY: Range 147 – Classified Salary Schedule
BOARD APPROVED DATE: August 8, 2024

JOB SUMMARY:

Under the direction of the General Manager of Facilities Use (GM) and/or designee, the Facilities Use Specialist organizes, coordinates, and performs services associated with the responsibilities of administering the use of the District's facilities by the public in accordance with the Civic Center Act, Title 5 regulations implementing Education Code Section 38134. The Facilities Use Specialist also serves as a point of contact for clients, ensuring all facility use is in compliance with District policies, and provides comprehensive support to the GM, Facilities Use Manager, and Auditorium Manager. Other tasks include generating invoices, receiving payments, processing deposits, implementing policy, and budget preparation.

DISTINGUISHING CHARACTERISTICS:

Responsibilities will include reviewing the client's Certificate of Insurance, interacting with clients, generating invoices, collecting fees, reconciling AESOP and Time and Attendance (Veritime) for Facilities Use staff, and other related duties as assigned. The candidate will manage the annual multi-million dollar revenue stream. This role demands a proactive individual with exceptional multitasking abilities and a strong understanding of the District's accounting processes.

ESSENTIAL FUNCTIONS:

1. Review, process, and maintain facilities use reservation requests invoices.
2. Support managing reservation requests using an online reservation system.
3. Generating permit estimates and invoices.
4. Manage permits process including, but not limited to, reconciling, invoicing, reviewing Certificate of Insurance, and communications with clients.
5. Assuring that all permit holders have the necessary liability insurance determined by a Certificate of Insurance.
6. Ensure all required fees and documents are obtained prior to the permitted use date.
7. Coordinate facilities use with Facilities Use Manager and Auditorium Manager.
8. Working with GM, Facilities Use Manager, and Auditorium Manager to resolve issues regarding permits.
9. Monitor department revenue targets and budget.
10. Educate staff on organizational processes and procedures related to payroll, absences, and other essential operating forms.
11. Manage and ensure department absence statements/timesheets are received and submitted to the Payroll Department according to established deadlines.
12. Serve as the lead contact person with other departments and school sites on the status of their accounts (i.e., site disbursements).
13. Lead contact for Utility Workers, Auditorium Technicians, and substitutes when it comes to variables, mileage, and exceptions.
14. Open, maintain, balance, adjust and close District accounting records; prepare journal entries and post, balance and audit entries for compliance with accounting principles and District policies.
15. Collection of delinquent payments.
16. Document all payments, working with the Business Services Department to manage accounts of the Facilities Use Department.

17. Reconcile payments with District and County accounting systems.
18. Perform specialized budgeting and accounting functions requiring knowledge of specific budgeting and accounting procedures.
19. Review and prepare budgets and fiscal analysis, statements, and reports that are clear and accurate.
20. Other related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- BA degree preferred or equivalent relevant experience.
- Five years of increasing responsibility and experience in accounting and/or finance.
- Knowledge of public contract and lease administration.
- Experience managing budgets and financial analysis preferred. Excellent verbal, written, and interpersonal skills, including team and consensus building.
- Understanding of Civic Center Act (Assembly Bill No. 1303 and amendments including Senate Bill 1404) needed.
- Accounting and fiscal systems, policies, procedures and practices.
- Ability to use spreadsheet and word-processing programs, such as Google Workspace (formally Suite) and MS Office.
- Ability to multitask in a busy environment.
- Ability to establish and maintain a professional, effective and respectful working relationship with staff, administration and user groups.

KNOWLEDGE OF/ABILITY TO:

- General knowledge of school district functions, operations and regulations.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.
- Type accurately at 55 words per minute.
- Record dictation and transcribe accurately and quickly.
- Plan, organize, and schedule meetings and events.
- Possession of effective public relations skills.
- Effectively communicate with administration, staff, and community.
- Compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Understand and carry out oral and written instructions.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Physical ability to sit or otherwise remain stationary at work post for long periods.
- Eyesight sufficient to read fine print and the ability to focus for close vision.

- Manual dexterity and coordination sufficient to operate a computer terminal and calculator; to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical stamina to stand, reach, bend, lift, kneel, squat and grasp in order to file and retrieve materials.
- The ability to lift up to 10 pounds.
- Noise level in working environment moderate.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.