Adams12 Five Star Schools

Job Description
Prepared/Updated: **July 2026**

Job Title: **Manager, Facility Use/Property Management**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **100518**
FLSA Status: **Exempt - E**
Pay Range**:** **L11**

SUMMARY: Manages the operations, staff, policies and procedures of the Facility Reservations Department to best utilize the use of district facilities. Manages district property leases with business clients and/or tenants. Manage the district's cellular tower and oil and gas lease portfolio and intergovernmental agreements (IGA) related to development and school site issues. Ensures good working relationships between the district and its customers (internal and external) by promoting cooperation, participation and awareness of district facilities and provides guidance to staff and customers on Board of Education and District Policies regarding the Facility Reservations Department, and the leasing and management of district owned property. Responsible for problem solving and training end users on scheduling software and audio-visual equipment and provides assistance to senior management on the management of inter-governmental agreements.

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.	Manages daily department activities including managing the administration of the facility scheduling software program for the District's conference center and schools; promoting cooperation, participation, and awareness of district facilities; providing department leadership and developing tools to measure department goals and objectives; and providing scheduling software technical support and training to end users. Develops and enforces department policies and procedures, including conditions for use, cost and scheduling; provides guidance to staff regarding Board of Education and District Policies. Manage daily department activities and make relevant and appropriate department decisions. Manages and evaluates department staff; works to resolve employee relations issues; and is responsible for hiring of staff.	D	30%
2.	Coordinate property management services of leasing tenants of school district properties. Act as district's representative to resolve tenant's operational, lease and special requests issues. Administer lease contracts and work with district staff and tenant to ensure successful execution of the lease. Report on lease rights and obligations to the Maintenance and Operations Director and district leadership. Report to ensure rent and common area maintenance (CAM) payments are current and correspond to the appropriate budget. Coordinate maintenance services for district leased properties. Act as district representative and liaison for telecom corporations, including cell phone tower leases, construction and records. Act as district representative for Oil and Gas leases and inquiries.	D	30%
3.	Maintain all intergovernmental agreements (IGA) and historical records with municipalities and other agencies. Administer IGA agreements for district and governmental interactions. Review IGA agreements to ensure compliance. Provide information to municipalities, community, staff, and schools regarding IGA policy and procedures. Assist with development/design and enforcement of intergovernmental agreements.	D	10%
4.	Interface and coordinate with a varied customer base, internal and external, to meet and fulfill their needs through collaborative relationships. Work in partnership with the Director of Athletics and Activities, school Principals and Athletic Directors to ensure compliance with CHSAA regulations and conditions of facility use and facilitate productive and positive working relationships between district staff and internal and external customers. Ensures good working relationships between department and customers by acting as a liaison for facility use between the District, the community, and municipalities; manages multiple calendars and schedules; confirm logistical details for events to ensure high quality customer service.	D	10%
5.	Monitor labor reports, expenditures and damage reports and oversee procedures for collection of payments. Calculates rebates for District facilities and works with Financial Services to ensure rebate dollars are appropriately deposited.	W	10%

6. Responsible for the maintenance, upgrade recommendation and evaluation, and availability of audio-visual equipment, technical support and Conference Center furniture. Responsible for the general cleanliness and upkeep of the Conference Center to ensure a positive learning environment. Trains Conference Center guests on audio-visual equipment functionality and troubleshoot any issues.	D	5%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university preferred with business major or related field.
- Minimum of Five (5) years of experience in facility management, management, and/or event planning/logistics.
- Experience in the educational field preferred.
- Minimum of three (3) years of experience in scheduling software languages.
- Three (3) years of supervisory experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facilities.
- Proficient ability to utilize personal computers to effectively manage schedules, correspondence, and budgets.
- Knowledge of scheduling software languages, EMS Enterprise preferred.
- Knowledge of accounting principles and accounting reports.
- Exceptional interpersonal relationship and written communication skills.
- Outstanding organizational skills, situational negotiation skills and ability to utilize conflict management practices.
- 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.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to utilize quality customer service strategies.
- Ability to enforce policies and procedures to ensure continuity of department goals and objectives.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals, telephones, photo-copiers, fax machines, etc.
- Operating knowledge of and experience with Microsoft Office software.
- Operating knowledge of and experience with event scheduling software required within three (3) months after entering position.

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- Ability to enforce policies and procedures to ensure continuity of department goals and objectives.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. 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.

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REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Maintenance and Operations	5082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Conference Center Operator	1	1053
	Facilities Reservation Coordinator	2	070501
	Facilities Maintenance Technician	1	100422

- Responsible for training employees; planning and assigning work; addressing complaints and resolving problems
- Responsible for personnel management including interviewing, hiring, appraising performance, disciplining and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manages a pre-approved budget allotment utilizing district guidelines; reviews, approves, and authorizes customer and vendor invoices; prepares and submits audit reports to appropriate supervisory department(s); monitors labor reports, end of year expenditures and damage reports and oversees procedures for collection of payments; calculates rebates for district facilities and work with Financial services to ensure rebate dollars are appropriately deposited.

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**
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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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