



Job Description

Job Title: **Facility Use Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **December 2014**

Job Code: **100518**
 FLSA Status: **Exempt - E**
 Pay Range: **L 06**
 Work Year: **12 months**

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. 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 Superintendent 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 the Operations Executive Director and 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; works with Operations Executive Director to develop department goals and objectives and processes for measurement, designs and takes corrective steps as necessary to ensure high customer satisfaction. Prepares reports required by management measuring department goals and objectives and meets with management staff to determine performance outcomes. Develops and enforces department policies and procedures, including conditions for use, cost and scheduling; provides guidance to staff regarding Board of Education and Superintendent Policies. Responsible for promoting cooperation, participation, and awareness of district facilities. Review Inter Governmental Agreement (IGA) to ensure compliance. Provide information to municipalities, community, staff and schools regarding IGA policy and procedure to encourage accessibility by the public; to encourage accessibility by the public; assist with development/design and enforces intergovernmental agreements.	Daily	25%
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 Operations Executive Director and district leadership. Report to ensure rent and common area maintenance (CAM) payments are current and correspond to the appropriate budget.	Weekly	15%
3. Manages and evaluates department staff; works to resolve employee relation issues; and makes recommendations regarding the hiring of staff. Works with department staff to successfully meet department goals and objectives. Makes relevant and appropriate department decisions.	Daily	15%
4. Ensures good working relationships between district department and customers by acting as a liaison for facility use between the District, the community, and municipalities; manages multiple calendars and schedules; confirms logistical details for events to ensure high quality customer service; manages scheduling software programs and provides technical support and training to users.	Daily	20%
5. 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, expenditures and damage reports and oversees procedures for collection of payments. Calculates rebates for District facilities and works with Financial Services to ensure rebate dollars are appropriately deposited.	Weekly	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 troubleshoots problems.	Daily	5%
7. Provide after hours, on call, response support.	Ongoing	5%
8. Perform other duties as assigned.	Ongoing	5%

TOTAL		100%
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EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree from an accredited college or university preferred with business major or related field.
- Minimum 5 years of experience in facility management, management and/or event planning/logistics.
- Experience in the educational field preferred.
- Experience in scheduling software languages.
- Supervisor experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- 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 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, Superintendent policies, 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.

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.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Operations Executive Director	100711

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

- Responsible for training employees; planning and assigning work; addressing complaints and resolving problems; and assisting with 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 to finger, handle 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		
Up 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	