

Job Description

San Ramon Valley Unified School District

Facilities Use Coordinator

Purpose Statement

The job of Facilities Use Coordinator done is for the purpose of providing collaboration and facilitation among site administrators, school site office staff, custodial staff, facility management, and public agencies to provide community user groups with access to District facilities and grounds as provided for under the Civic Center Act.

This job reports to Assigned Supervisor.

Essential Functions

- Analyzes information regarding community needs and District facilities for the purpose of making District facilities available, providing recommendations for the use of facilities, and ensuring the integrity of District facilities for users.
- Communicates with administrative staff, municipalities, local governments, administrators and outside organizations for the purpose of coordinating activities, resolving issues and conflicts, and exchanging information.
- Responds to inquiries of staff, District personnel, public agencies, and community and program participants for the purpose of providing information and/or direction as required for coordinating activities and exchanging information.
- Coordinates and schedules District facilities for community activities for the purpose of facilitating safe and efficient use of facilities and events.
- Reviews Facility Use Applications with prospective users regarding responsibilities, collections of user fees, insurance requirements, issuance of receipts, and other required documentation for the purpose of complying with rules, regulations, practices and procedures and making recommendations as needed.
- Forecasts facility usage information/data for the purpose of providing information and making recommendations.
- Performs annual review of facility rental fees for the purpose of making recommendations and adjustments to the fee schedule.
- Reviews and maintains the Facilities Use website and various documents, files, and records for the purpose of providing up-to-date reference materials and information.
- Manages the process of District facilities available for rent for the purpose of meeting the needs of the community while ensuring compliance with established guidelines.
- Participates in meetings (e.g. staff, community groups, administration, etc.) for the purpose of conveying and gathering information required to perform functions.
- Coordinates employee coverage for opening and closing of facilities during non-operational times for the purpose of facilitating safe and efficient events at rented District facilities.
- Researches a variety of work-related topics for the purpose of meeting the needs of the community while ensuring compliance with relevant requirements.
- Reconciles accounts, processes payments, makes deposits, bills user groups for damages resulting in additional charges, pursues past due bills and reconciles custodial timesheets for the purpose of ensuring compliance with established guidelines.
- Calculates fee adjustments and responds to changes in applicant use requests for the purpose of ensuring compliance with established guidelines and maintaining accurate records.
- Resolves issues and discrepancies related to facility use fees for the purpose of communicating with potential users.
- Notifies prospective users of approval or denial of usage requests, verifies dates, times and special requests, and collects fees in a timely manner for the purpose providing access to District facilities and complying with District policies and procedures.

- Receives and processes visitors for the purposes of facilitating communication and providing customer service

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing the use of school facilities.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include pertinent codes, policies, regulations and/or laws; local government administration and budgeting; geographic information; systems applications, Civic Center Act and pertinent computer software applications.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Ability is required to work independently and in a team environment. Ability is required to provide quality customer service in situations that can sometimes be stressful. Ability is required to provide good written and oral communication skills, Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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.

Work 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/or crawling 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 in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required. Minimum three years' experience working in customer service with demonstrated ability to work and communicate professionally, verbally and in written form and three years of experience using complex excel spreadsheets and database systems. Direct experience in rental coordination and knowledge of District databases is preferred.

Education (Minimum): High school diploma or equivalent. Education equivalent to two years of college is preferred.

Required Testing

None Required

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

February 8, 2022

Salary Grade

Range 24

Revised Date