

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Facilities Coordinator

Purpose of the Job

To manage, market, coordinate, and schedule the use of District facilities and fields for events/activities in accordance with District policies and procedures. To interview, train, supervise, and schedule Custodians, Pool Assistant, Facility Aides, and Technicians for facility use needs as required to support events and activities

Essential Job Functions

1. Under the supervision of the Director of Facilities, Maintenance and Operations, must be able to promote and schedule events, activities, meetings, etc. for the community Auditorium, Stadium, Pool, and all other District facilities and fields. This includes coordination of use of equipment, set-up, tear down, staff support, utilities, technical supervision, and any other related user requests.
2. To generate and promote a marketing plan to ensure district asset utilization is maximized by all user groups without degrading the support for educational functions.
3. To generate a budget plan that will meet the increasing demands of resource allocation and provide for future needs. Also, generate an annual fees schedule that supports the budget process and provides for funding of replacement facilities or fields as required.
4. To interview and recommend for hire, train, schedule, assign and supervise custodians, pool assistant, Facility Aides, Lighting/ Sound Technicians in support of scheduled events at or on District facilities. Provide support to assigned employees when problems occur at events greater than their ability or responsibility to resolve. This may occur during non-standard work hours and may require travel to the facility.
5. Develop and execute a training plan for new hires. Provide performance standards and ratings for the assigned employees utilizing School Board policies.
6. Provide written and verbal evaluation of Facility Aides and Technicians as required by district policy.
7. Ensure that monthly billing statements to users of District facilities using Schooldudes software are complete, accurate, and current. This may be one time use, or monthly, quarterly or annual billing cycles, depending on the user.
8. Coordinate when needed with school Principal, Secretary and/or other District staff to ensure facility users and district needs are both met and building guidelines are followed including security, safety, and health related issues.
9. Manage the preparation and maintenance of an up-to-date district wide schedule of field and facility use, using the Facility Scheduler Program.
10. Communicate with facility users to ensure compliance with District policies and procedures, and to develop and maintain positive public relations.
11. Prepare and maintain an up-to-date list of all current District facility users.
12. Update and maintain Facility Use website.
13. Be available on and on-call basis,(nights and weekends).
14. Possess the technical knowledge to properly work events when there are Facility Aide no-shows.
15. Ensure that all functions related to lighting, sound, stage and other related technical needs are provided for and meet the needs of the scheduled event.
16. Other duties and special assignments as assigned

Qualifications:

Education & Experience:

1. Must possess strong leadership and people skills and have extensive experience in dealing with the public.
2. Strong experience on personal computing including, but not limited to, the following software: MS Windows, MS Office, MS Publisher, MS Excel, MS Access, MS Publisher, MS Front Page, Schooldudes.

Knowledge Skills & Abilities:

3. Strong communication and organizational skills, both orally and written.
4. Must possess marketing talents and the ability to develop and present successful presentations to the General Public, School Board and other District personnel.
5. Must be a self starter with the ability to work independently, under pressure and meet deadlines.
6. Must be able to work a flexible schedule (including evenings and weekends), handle phone calls at home from Facility Aides, and travel to District facilities when problems arise.
7. Ability to interview, train, and supervise Custodians, Pool Assistant, Facility Aides, and Technicians of the required number to support District needs.
8. Ability to manage complex schedules and handle difficult, often competing priorities.
9. Ability to use digital camera for documentation of facilities as required.

Licenses, Certificates & Special Requirements:

10. Must have valid Washington State Driver’s License for travel (i.e. between central offices and schools) and for photography duties.

Reporting Relationship:

Reports to the Director of Facilities, Maintenance and Operations.

Conditions of work:

Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Supervisors and Support Personnel.

Union Affiliation:

NKCASA

FLSA Status:

Non-exempt

Salary Range:

NKCASA

Job #

Job History:

Created: 1/7/09; Revised: 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice