



FACILITY COORDINATOR

Position Summary

Coordinate, process, and schedule use of school buildings and grounds and rental of district facilities. Interpret and apply district facility policies, administer contracts and ensure appropriate use of facilities by community users. Develop and maintain schedules for elementary and middle school buildings and grounds in two regions of the district. Perform other related duties as required.

Distinguishing Characteristics

Positions in this classification exercise a high level of independent judgment and diplomacy in communicating, coordinating and administering the scheduling of school facilities and in resolving problems between the district and outside groups and among outside groups with competing interests and needs.

Facility Coordinators are responsible for ensuring appropriate use of school facilities by outside groups. Facility Coordinators must proactively address problems and negotiate solutions on behalf of the district, while maintaining positive relationships with community groups.

Facility Coordinators work in a highly independent environment and are responsible for managing priorities, timelines and relationships to successfully meet the needs of district and outside user groups.

Supervisory Relationship

This position receives general direction from the Director of Communication and Intergovernmental Relations.

Essential Functions

(The following are examples only and are not to be construed as being all exclusive or inclusive.)

1. Coordinate the scheduling and reservation of elementary and middle school buildings and grounds by staff and community members, applying district scheduling priorities and guidelines and rental fee schedule as appropriate.
2. Initiate and administer contracts with community groups for use of district facilities. Authorize building access and the release of keys to user groups as needed.
3. Monitor and ensure safe and appropriate use of facilities by outside groups. Address and resolve conflicts or problems of inappropriate use by community users.

4. Develop and distribute building use schedules to elementary and middle schools in two regions.
5. Prepare information for monthly billings, detailing actual facility use and services provided by district staff for each building rental.
6. Coordinate summer facility scheduling. Communicate summer building availability to staff and community user groups, ascertain summer facility needs and find appropriate spaces.
7. Maintain strong relationships with school staff and user groups to ensure community access to district facilities when they are not in use for school activities
8. Recommend and assist in the implementation of facility guidelines and procedures.
9. Participate in the facilities site committee meeting, collaborating with district athletic coordinators, local youth sports leagues and recreation organizations such as Kidsports, Little League and the City of Eugene recreation division to plan field and gym use and problem-solve issues.
10. Provide information and answer questions for the public.
11. Assist in overseeing the maintenance and custodial care of assigned recreation and school facilities.
12. Maintains regular and prompt attendance.
12. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Strong organizational skills and the ability to prioritize and coordinate facility use following district guidelines.
2. Strong interpersonal skills and the ability to communicate effectively, both orally and in writing.
3. Ability to develop schedules and respond to scheduling requests within time constraints.
4. Ability to comprehend and apply district policies and regulations and to resolve questions and issues.
5. Ability to work harmoniously and effectively with diverse groups of people, staff members, administrators, and the general public.
6. Ability to exercise diplomacy in confronting and resolving conflicts and complaints.
7. Ability to control expenditures.
8. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

9. Ability to work independently with minimal supervision.

Minimum Qualifications

1. Graduation from a two-year college with major course work in community services, human services, recreation, public administration or related field; and at least two years of experience in recreational programming, social services, human services, community services or related areas; or

2. Graduation from a four-year college or university in community services, human services, recreation, public administration or related field; or

3. Graduation from a senior high school or equivalent, and at least four years of experience in recreational programming, social services, human services, community services or related areas.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 11, 10 Month Employee
Approved by	Cydney Vandercar Director of Human Resources
Last revised	January 2017