

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Facility Use Specialist

DEPARTMENT: Finance and Operations
Administrative Office

REPORTS TO: District Facilities Concierge

POSITION SUMMARY: The job of Facility Use Scheduler is done for the purpose/s of scheduling and coordinating the use of Issaquah School District facilities; compiling billing information; and providing information to District staff, city staff and community groups regarding the Districts facility use Regulations and procedures.

ESSENTIAL FUNCTIONS:

- Assists the Districts finance department for the purpose of providing billing information and/or collecting delinquent payments.
- Communicates with District staff, city staff, community members, etc. for the purpose of resolving scheduling conflicts and/or maintaining harmonious working relationships.
- Coordinates with a variety of District and/or municipal personnel (e.g. building designees, Issaquah Parks & Recreation Department staff, community members, etc.) for the purpose of scheduling use of District facilities and/or District staff and equipment needs.
- Implements a central facility use schedule for the purpose of meeting the needs of a year round facility use program.
- Maintains records and/or files (e.g. insurance certificates, billing records, calendars, etc.) for the purpose of ensuring an up-to-date reference.
- Prepares written materials (e.g. billings, calendars, notices, memos, etc.) for the purpose of documenting activities and providing written reference.
- Provides training to staff and approved community members on automated scheduling system for the purpose of ensuring they can access information and schedule authorized school or community events.
- Responds to inquires from various internal and external parties (e.g. District and city staff, community members, etc.) for the purpose of providing information, facilitating communication and/or providing direction.
- Schedules community facility use rentals for the purpose of ensuring the availability of facilities, equipment and/or staff as needed.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: safety practices and procedures; office methods and practices; maintaining records and files; and operating standard office equipment including pertinent software applications.

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: displaying tact and courtesy; establishing and maintaining effective working relationships with District or city staff and community members; and meeting deadlines and schedules.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. 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 moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; and handling difficult situations professionally.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)