JOB DESCRIPTION

POSITION TITLE: Coordinator, Facility Use
DIVISION: Strategy & Accountability
DEPARTMENT: Strategic Communications & Events
REPORTS TO: Sr. Executive Director, Strategic Communications & Events
FLSA: Exempt

JOB CODE: 635
SALARY SCHEDULE: Professional/Supervisory Support
WORK DAYS: 238
PAY GRADE: Level I (NK09)
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides leadership in the area of scheduling Cobb County schools facilities to community user groups and organizations; coordinates contracts with user groups; works with school contact persons to assure user group functions do not interfere with school operations/activities.

REQUIREMENTS:
1. Educational Level: Bachelor Degree or its equivalency required (2 years similar work level experience = 1 year college); a combination of experience and education may be used to meet the Bachelor Degree requirement
2. Certification/License Required: None
3. Experience: 3 years of experience in facility management, leasing, space use or other related field
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization; evaluation; interpersonal relationship, public relation; accounting; record keeping, knowledge of school system policies and governmental operations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:
1. Demonstrates prompt and regular attendance.
2. Provides leadership for all aspects of facility scheduling to non-school groups
3. Interprets, negotiates, and initiates all contracts for facility use in accordance with established Cobb County Board of Education guidelines governing such use.
4. Coordinates scheduling of facilities with local school contact persons to assure use is compatible with school facilities and not disruptive to school functions.
5. Works with Principals to provide a unified implementation of Board policies when dealing with the public.
6. Provides a communication network to insure input from all schools concerning school scheduling to meet community needs.
7. Works with local school facility use supervisors to assure policies and procedures are carried out in regard to facility use.
8. Coordinates the collection of time sheets and ensures compliance with payroll procedures.
9. Supervises and evaluates the facility use office secretary.
10. Prepares and submits reports detailing facility use as required by CCSD.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date _________________
Signature of Supervisor ___________________________ Date _________________