



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02;  
1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 6/18;  
5/22; 6/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Venue Management Coordinator	<b>JOB CODE:</b> 635
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Events Office	<b>WORKDAYS:</b> Annual Administrative employees
<b>REPORTS TO:</b> Senior Executive Director, Events & Venue Management	<b>PAY GRADE:</b> Rank G (NK07)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in 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’s 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’s degree requirement
2.	Certification/License Required: None
3.	Experience: 3 years of experience in facility management, leasing, space use or another 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.	Processes facility use requests and coordinates details of use with clients, schools, district departments, and third-party vendors/contractors.
4.	Interprets, negotiates, and initiates contracts for facility use in accordance with established Cobb County School District guidelines governing such use.
5.	Coordinates scheduling of facilities with local school contact persons to assure use is compatible with school facilities and not disruptive to school functions.
6.	Works with Principals to provide a unified implementation of Board policies when dealing with the public.
7.	Provides a communication network to ensure input from all schools concerning school scheduling to meet community needs.
8.	Works with local school facility use supervisors to assure policies and procedures are carried out regarding facility use.
9.	Coordinates the collection of time sheets and ensures compliance with payroll procedures.
10.	Supervises the Venue Management secretary.
11.	Prepares and submits reports detailing facility use as required by CCSD.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_