

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Scheduler (M15)	Job Family: 10
Department: Facility Services	Lane Placement: 10
Supervisor's Title: Director of Facility Services and Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>9/7/15</u>
Original date: <u>07/07</u> Revised: <u>07/15</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Facility Services and staff assistant, the **Facility Scheduler** oversees the scheduling of buildings and grounds for all Jordan School District (JSD) rentals. Responsible for processing rental agreements, collecting fees and coordinating rentals using established guidelines.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Oversee central scheduling of buildings and grounds for all District rentals.
- Participate in the development and coordination of inter-local agreements for facility use.
- Receive, review, approve/deny and schedule approved rental requests. Coordinate all facility and grounds used for all non-District groups. Coordinate with District and school personnel regarding requests. Submit door access requests prior to the event.
- Provide day to day supervision of administrative assistant(s). Assist in interviewing and training assistants. Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Ensure compliance with rental guidelines adopted by JSD.
- Maintain an ongoing database of rental documentation and available facilities.
- Distribute rental fees as per rental guidelines. Ensure timesheets are processed in timely manner following established processes. Provide to director rental program budgets as needed.
- Ensure complete documentation has been submitted prior to rentals including applications, insurance and payment.
- Conduct site visits to monitor rentals and ensure compliance. Act as a point of contact during and after hours to resolve facility access and/or concerns.
- Develop and update materials and provide training to employees and patrons on rental processes.
- Investigate rental vandalism or damage as directed.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Must demonstrate competence in reading, writing and math.
- Requires an Associate's degree in business or related field PLUS two (2) years of work experience in facilities scheduling, maintenance scheduling or related field with demonstrated competency or an equivalent combination of education and experience.
- Two years of successful supervisory experience preferred.
- Requires knowledge of word processing, data base and spreadsheet programs.
- Requires a valid Utah driver license.
- Requires the ability to prioritize and organize multiple tasks to meet deadlines.
- Requires excellent interpersonal skills. Interacts with administrators and staff, school personnel, and patrons.
- Requires ability to establish professional and friendly atmosphere.
- Requires ability to coordinate communication between individuals and groups.
- Requires good problem-solving skills in a variety of situations.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment (e.g. computer, copy machine, telephone).

Physical Requirements – Not limited to the following:

- Frequent sitting and occasional walking and standing.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.