



Classification Summary

Coordinates the rental, equipping, and use of high school auditorium, track, parking, or other facilities.

Supervisory Relationships

Reports to the Associate Principal or other school administrator. May be required to organize and assign the work of laborers or custodial crews.

Distinguishing Characteristics

Distinguished by the requirement to spend a significant amount of time scheduling facilities use and overseeing installation of required equipment.

Examples of Duties

1. Respond to public requests for building facilities use. Provide information on availability, prices, and facility equipment. Coordinate scheduling with teachers and administrators. Arrange for workers to install appropriate lighting, sound systems, or seating.
2. Schedule labor crews, security officers, supervisors, and custodial workers for scheduled activities.
3. Prepare and submit reports to Finance Office of labor time, building time, and other costs for billing purposes.
4. Process building lease and rental applications in accordance with established departmental procedures.
5. Maintain and update the monthly master use calendar; duplicate and distribute to appropriate staff.
6. Remain informed of community events and needs of rental clients.
7. Perform related work as required.

Required Knowledge, Skills and Abilities

1. General knowledge of building auditorium and athletic facilities, regularly occurring school events, and parking areas.
2. General knowledge of stage, sports, and public address equipment, and boiler and fire alarm locations and operation.
3. Ability to prioritize assignments, distribute workload and develop schedules.
4. Skill in basic recordkeeping and project administration.
5. Ability to communicate effectively with staff, students, and public.

Minimum Qualifications for Class Entry

1. High school graduation or equivalent.
2. One year of experience in coordinating public meetings, preferably in a school setting

Work Environment

Work is performed at a high school location.