



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: **FACILITIES USE MANAGER**

REPORTS TO: General Manager of Facilities Use

SITE: District Office

CLASSIFICATION: Classified Management

WORK YEAR: 222 Days

SALARY: Range VII – AFSCME Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: **September 29,2022**

JOB SUMMARY:

Under the direction of the General Manager of Facilities Use (GM) and/or designee, the Facilities Use Manager manages, organizes, coordinates, and performs services associated with the responsibilities of administering the use of the District's facilities by the public. Responsibilities will include processing reservation requests, managing client's Certificate of Insurance, interacting with clients, generating invoices, collecting fees, managing and scheduling Utility Workers and Auditorium Technicians, overseeing staff when the GM is not available, assign other responsibilities to staff as needed, working closely with site administration for approval of use of site's facilities, and other related duties as assigned. This position's regular work days are Sundays to Thursdays, schedule may change due to District needs.

ESSENTIAL FUNCTIONS:

1. Manage Utility Workers.
2. Conduct annual and unscheduled performance evaluation of Utility Workers.
3. Responsible for disciplinary actions of Utility Workers.
4. Create weekly schedules for Utility Workers.
5. Review, process, and maintain facilities use reservation requests.
6. Managing reservation requests using an online reservation system.
7. Generating estimates and invoices.
8. Manage all aspects of reservation and permits process including, but limited to, scheduling, gaining site approval, and communications with clients and sites.
9. Assuring that all permit holders have the necessary liability insurance determined by a Certificate of Insurance.
10. Ensure all required fees and documents are obtained prior to the permitted use date.
11. Coordinate facilities use with site Administrators and Facilities Managers; develop relationships with site Administrators and Facilities Managers to facilitate and coordinate facilities use.
12. Collection of delinquent payments.
13. Document all payments, working with the Business Services Department to manage accounts of the Facilities Use Department.
14. Work with the department's Accounting Technician, reconcile payments with District and County accounting systems.
15. Work with the General Manager of Facilities Use to resolve issues regarding permits.
16. Monitor department revenue targets and budget.
17. Work with Administrators and Facility Managers to coordinate assistance from UtilityWorkers when needed.
18. Other related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

DESCRIPTION:

Location: District Office-Hinckley Bldg., Maintenance, Operations & Facilities Use

Department: Facilities Use

This position may be subject to change due to District need.

QUALIFICATIONS:

Education/Training Experience

- BA/S degree preferred or equivalent relevant experience.
- Two years of increasing responsibility and experience in accounting and/or finance.

EXPERIENE/KNOWLEDGE OF/ABILITY TO:

- Knowledge of public contract and lease administration.
- Ability to use spreadsheet and word-processing programs, such as Google Workspace (formally Suite) and MS Office.
- Experience managing budgets and financial analysis preferred.
- Excellent verbal, written, and interpersonal skills, including team and consensus building.
- Understanding of Civic Center Act (Assembly Bill No.1303and amendments) preferred.
- Ability to multitask in a busy environment.
- Ability to establish and maintain a professional, effective and respectful working relationship with staff, administration and user groups.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Ability to sit for long periods of time.
- Ability to work at a computer station for extended periods of time.
- Ability to work under pressure to meet deadlines.
- Eyesight (corrected or uncorrected) Ability to read fine print.
- Ability to operate a computer keyboard arcalculator.
- Physical stamina to stand, reach, bend, lift, kneel and squat.
- Ability to lift up to 30 pounds.
- Noise level in the working environment is moderate.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.