POSITION DESCRIPTION

TITLE: Building Rentals Specialist
LOCATION: Administrative Service Center
REPORTS TO: Director of Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
The Building Rentals Specialist’s primary responsibility is to lead, plan, organize, and oversee the daily operations of the Building Rental's Department, including: receive rental requests, analyze, approve, and generate contracts for all community and school events in Evergreen Public Schools between the hours of 5 p.m. and 7 a.m. Rental areas include all school buildings, school grounds, sports fields, stadium, park property adjacent to school property, and the ASC.

ESSENTIAL FUNCTIONS:
1. Schedule all daily building rental activities for each facility between the hours of 5:00 p.m. and 7:00 a.m. including weekends and school holidays/breaks (parent booster groups, community education, EEA, PSE, scouts, public meetings, churches, recreation groups, YMCA, and similar uses). Rented areas may also include the grounds, sports fields, and stadium.
2. Perform daytime scheduling of elections, staff development, in-services, conferences, and the conference center to outside users, and internal meetings at the Administrative Service Center, including ordering equipment.
3. Meet with users to show facilities.
4. Cancel outside users as school activities are scheduled or emergencies arise. Notify groups of cancellations and credit accounts if necessary.
5. Analyze requests for facility use, check against legal and District criteria, and determine user options and best suited facility.
6. Compute costs, recommend fees, and submit recommended changes to Director of Facilities.
7. Request assignment of support personnel and arrange payment for maintenance, kitchen personnel, and similar support personnel.
8. Coordinate and supervise the daily operations of the McKenzie Stadium supervisor.
9. Establish priorities, work flow, and direction for custodial personnel to obtain Building Rentals Department goals.
10. Determine and request equipment and furniture needs.
11. Schedule groups as necessary to work around custodial, maintenance, and facilities project schedules.
12. Resolve complaints of school staff and/or community groups.
13. Resolve damage complaints. Arrange for quote on damage repairs, arrange for said repairs, and invoice group for damages.
14. Maintain payroll accounts for substitutes working for the Building Rentals Department (student technicians, consultants, trainers, etc.).
15. Perform monthly bookkeeping: Record accounts and balances, compile receipts, document rental payments to ensure they go to proper accounts (custodial reimbursement, building supervisor fees, damage fees, general fund, etc.). Generate invoices and account reconciliation per district policy.
16. Compose, distribute, and maintain all department correspondence.
17. Maintain key box, inventory, and staff sign-out sheets.
18. Serve as one of the District contacts (Director of Facilities and Manager of Maintenance are the others) for emergency groups needing access to buildings (Red Cross, US Army, Health Department,
CRESA (Clark Regional Emergency Services Agency), and selected nursing homes. Maintain emergency use agreements.

19. Maintain insurance files and keep current.

20. Maintain equipment inventory and sign out and repair of said equipment (microphones, electrical cords, electronic cables, video projector sound systems, etc.).

21. Monitor school district parking lots over break periods for vehicle sales.

22. Be on call after working hours by carrying a District cell phone. Problem solve following District policy to rectify community issues, custodial needs, or other problems related to facility use under Building Rentals contracts.

23. Schedule all custodial tags for the district and reconcile monthly invoicing.

24. Work with Resource Conservation Manager to schedule requests for heating/cooling.

25. Provide training to all Building Schedulers, ASC Secretaries, and Day Lead Custodians on the District ActiveNet Facilities Calendar Program. Act as the lead sole District support/help-desk person for ActiveNet issues and questions.

26. Travel from location to location to accomplish tasks.

27. Serve as contact person for McKenzie Stadium lost and found.

28. Review department performance and, if necessary, make changes to meet requirements of the District.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Speaking</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Vision</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Bending</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Sitting</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Standing</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>May be required to work outdoors in inclement weather</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Reaching</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Writing</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Walking</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Climbing</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Lifting/Carrying-up to 30 lbs.</td>
<td>(Up to 33%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td></td>
</tr>
<tr>
<td>Driving</td>
<td>(Up to 33%)</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading documents</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Detailed work</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Reasoning</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Problem solving</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Customer contact</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Written communication</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Verbal communication</td>
<td>(66-100%)</td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job. 

(66-100%) = Continuously

(33-66%) = Frequently

(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, typewriter, copy machines, FAX machine, calculator, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Keyboarding of 50 wpm.
2. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
3. A minimum of three years of related experience, or equivalent training.
4. School experience helpful.
5. Demonstrated ability to perform on the computer. Windows environment and related applications, specifically Excel, required.
6. Demonstrated ability to work independently and make decisions.
7. Must possess above average communication skills, both oral and written.
8. Demonstrated organizational skills and the ability to follow through.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Must possess a good math aptitude.
11. Demonstrated ability to problem solve.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Must be able to travel from location to location to accomplish tasks.

260-262  Days Per Year (Includes Holidays)
8   Hrs. Per Day

PSE: ________________________________   Date: ________________

District: ________________________________   Date: ________________

Revised Date: 10/09/2014
Classification: Professional Technicians - Office Clerical
Class: Class V
Display on Web? Yes

Building Rentals Specialist