

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – COMMUNITY USE OF FACILITIES AND SHARED USE AGREEMENT

MAINTENANCE DIVISION

GENERAL STATEMENT OF JOB

Under minimum supervision, oversees the application process for use of school facilities to include fees for rent, personnel services, and special fees for use of District facilities and grounds. Work also involves developing for approval shared use agreements that outline parameters for community groups to utilize District property in exchange for maintaining the property in terms of providing maintenance and capital improvement support. Work involves planning, organizing, and managing job responsibilities to ensure that community group's utilization is consistent with State and local laws and regulation and in compliance with Guilford County School Board policy. In conjunction with the Assistance Director of Maintenance, develops for review an appropriate structure of fees for use of school facilities which is consistent with applicable School Board policy. Duties require the thorough knowledge of school system configuration and structure, roles, requirements and available resources of other departments. Employee must have excellent customer service skills to service the needs of the community at large in utilizing school facilities for non school use. Reports to the Assistant Maintenance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assures compliance with School Board policy regarding school facility use and utilization by all users.

Provides daily guidance to office staff, school employees, community and government agencies and businesses as required.

Uses technology in the daily work of the office to ensure that all tasks are completed accurately and timely.

Provides counseling to school personnel to assist in effectively dealing with issues related to community or shared use.

Develop for review annual assessment of community use fee schedule.

Follows and updates all regulations and notices related to community or shared use and ensures the schools are aware of any updates and revisions.

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Collects and analyzes relevant data regarding building utilization and revenues generated in order to anticipate any changes for the future.

Keeps Assistant Director of Maintenance informed of status and progress of ongoing and special tasks. In addition, alerts director to potential or unforeseen complications pertaining to current policy implementations or related to goals and procedures.

Communicates effectively, both orally and in writing, with school staff, schools, and the public.

Assists with planning and conducting necessary meetings related to the utilization of District facilities and properties using either the community use or shared use concept.

Reviews building use application to ensure schools are following proper procedures.

Researches issues and resolves problems in maintaining a positive relationship with GCS, the School Board, city and county groups, and the community.

Provides information to other departments, other offices, and the public in a responsive manner.

Contacts other Guilford County School departments or agencies for information if needed.

Responds to various issues involving use of District resources by community groups, commercial organizations and government agencies. Use good judgment in recommending solutions and alternative strategies.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Business degree and 3 to 5 years of customer service experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCITONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, calculators, etc. Must be able to exert a negligible amount of force

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frequently or constantly to lift, carry, push, pull, or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those of light work.

Data Conception: Requires the ability to compare and/ or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc. using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructional furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of GCS policies, procedures, regulations and notices governing community use of school facilities and its organization.

Considerable knowledge of school system configuration and structure, roles, requirements and available resources of other of other departments.

Considerable knowledge of and use of technology, to include desktop operating systems software, as well as other sources of data to improve efficiency and accuracy.

Skill in the operation of computers and office software packages.

Ability to assess community non-school facilities usage needs.

Ability to determine fee, in coordination with other departments.

Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies and departments, and the community.

Ability to generate reports and analyze data.

Ability to communicate effectively both orally and in writing.

Ability to maximize utilization of school facilities consistent with the School Board's objectives.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee to this job.