

**TITLE: FACILITIES RENTAL COORDINATOR**

**70A**

**SECTION:** Facilities

**REPORTS TO:** Manager of Planning and Facilities

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## **SUMMARY**

Under the general supervision of the Manager of Planning and Facilities or designate, administers and coordinates the school and community use of School District buildings and grounds; maintains the District rental key system; and assists in the administration of data flow for the Facilities Department's operating and capital budgets.

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## **DUTIES**

1. Coordinates, controls and schedules extra curricular use of school buildings and grounds; issues and monitors return of keys for outside users.
  2. Acts as system administrator of the rental software system, maintains database, customizes and prepares reports, adds and deletes users, sets user defaults and works with software supplier to correct system errors and implement software upgrades.
  3. Assists with coordinating, preparing, tracking, forecasts and controls paper flow for the Facilities Department's operating and capital budget through the use of various software packages.
  4. Assists with interfacing department project costing systems with district's accounting system and liaises with district accounting department and internal auditors to rectify discrepancies.
  5. Assists with administrative coordination, secretarial and reception services to the Facilities Department.
  6. Generates billings and refunds associated with rentals.
  7. Liaises with the public, District Administration, and administration from other public bodies.
  8. Assists in development of rental policy, regulations and rate schedule.
  9. Coordinates polling stations for municipal, provincial and federal elections by liaising with the Deputy Returning Officer and Transportation, for the supply and delivery of furnishings and equipment, for elections.
  10. In the absence of the Secretary to Manager of Planning and Facilities and/or Maintenance Office Assistant, provides temporary assistance.
  11. May, on occasion, be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- High school graduation or the equivalent.
- Secretarial Certificate including basic accounting plus a minimum of three years related experience or an equivalent combination of training and experience.
- Knowledge of integrated computerized accounting systems.
- Extensive knowledge of spreadsheets, word processing and data base management systems using Microsoft products in a Windows environment.
- Minimum keyboarding speed of 60 c.w.p.m.
- Ability to operate standard office equipment, including a personal computer and a data entry terminal.
- Excellent organizational, interpersonal and communication skills.
- Ability to work with minimal supervision.
- Ability to maintain the confidentiality of sensitive information seen or heard.