



COMMUNITY SERVICES SUPERVISOR

Classification: Professional Technical Level 3

Location: District Office

Reports to: Executive Director, Human Resources

Employee Group: Professional-Technical

FLSA Status: Exempt (Administrative)

The job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

The Community Services Supervisor is responsible for the administration of the Community Services Department, including planning, coordinating, and contracting with internal and external parties for the use of district indoor and outdoor facilities. This position also serves as the building manager for the district's Community Resource Center.

Part II: Supervision and Controls over the Work

Serves under the direction of the administrator responsible for facilities. Work is guided by, and must comply with, federal and state law, local municipal and county agencies, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Performs some or all of the following duties with a significant degree of independence, seeking the guidance and direction of the Executive Director of Human Resources.

1. Oversees all aspects of contracted use of facilities after school hours by the district, community groups, and other outside groups. Responsibilities include annual fee structure revisions, schedule coordination, contracting, confirming appropriateness of use, insurance validation, maintenance and equipment support, invoicing, damage repair and recovery, and recordkeeping as needed.
2. Develop an annual operating budget and manage receipts and expenditures in conformance with the budget. Takes action as necessary to submit and gain authorization for budget modifications.
3. Represent the District in meeting with community users to communicate use policies and procedures, explain fee structure and rental conditions, discuss special requirements or arrangements, and address and resolve issues between users and the District.
4. Coordinates closely with District and building administrators to ensure any rental arrangements are consistent with District use and needs and do not interfere with the District program. Works with all parties, internal and external, to resolve scheduling conflicts promptly and effectively.
5. Develops facility use agreements, approves agreements on behalf of the District, and assures timely invoicing, receipt, and accounting for rental fees.

6. Establishes and maintains such records as necessary to support receipts and disbursements, accounting transactions, past use, insurance requirements, and records of disputes and resolutions.
7. Conducts annual program assessments to assess the effectiveness of facility use operations and identify opportunities for improvement. Maintains and recommends District policy and procedure for rental operations. Forecasts district and community use of district facilities, athletic fields, and special purpose facilities.
8. May supervise projects or events staff, including but not limited to custodial, equipment operations, grounds workers, security, food service, or other vendors. Responsibilities may include assigning paid staff, training, and evaluation. May be required to take action to address staff deficiencies, conflicts, or behavior issues.
9. Serves as the building manager of the Community Resource Center (CRC) facility housing central office staff. CRC building manager duties include overseeing care and maintenance of the building, equipment; managing scheduling and use of conference rooms and other spaces in the CRC; and addressing issues related to safety, comfort and general building concerns in the CRC.
10. Conducts performance evaluation of staff and implements interventions when performance fails to meet expectations.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in business administration or related areas of study.
3. Two years of progressively responsible experience in arranging for or overseeing projects and events involving the identification and use of school facilities. Additional experience may be substituted for the educational requirement.
4. Analytical skills, including mathematical computations, and use of office technology, including spreadsheets, PowerPoint, and Word. Ability to work with electronic scheduling and accounting software.
5. Strong oral, written, and interpersonal communication skills. Strong presentation and group dynamics skills.
6. Ability to work independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
7. Employee may be required to possess a valid driver's license and be able to operate District vehicles and equipment.



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Part V: Desired Qualifications

1. Bachelor's degree in appropriate fields.
2. Experience in a public school setting.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak. The employee may also be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and move 25 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

When overseeing or checking outdoor events, you may be exposed to variable weather conditions.

The community services supervisor is an on-call employee 24 hours a day, seven days a week, to respond to emergent situations and inclement weather conditions.