

Job Description

Blue Valley School District

Facility Scheduling Specialist

Purpose Statement

The job of Facility Scheduling Specialist is done for the purpose/s of providing assistance in coordinating and scheduling the use of District facilities and athletic fields; compiling billing information; and providing information regarding the District's facility use policies and procedures.

ESSENTIAL Functions

- Acts as customer service representative (e.g. athletic events, practices, community meetings, etc.) for the purpose of providing a schedule conducive to a multi use facility.
- Assists the finance department for the purpose of providing billing information and/or collecting delinquent payments.
- Communicates with a variety of people (e.g. district staff, city staff, community members, etc.) for the purpose of resolving scheduling conflicts and/or maintaining harmonious working relationships.
- Configures facility schedule (e.g. scheduling, coordinating, resolving conflicting uses, internal/external renting, etc.) for the purpose of providing a facility schedule while ensuring appropriate use and fee structure.
- Coordinates with a variety of district and/or municipal personnel (e.g. building designees, Parks & Recreation Department staff, community members, etc.) for the purpose of scheduling use of District facilities and/or District staff and equipment needs.
- Maintains manual and electronic records and/or files (e.g. insurance certificates, billing records, calendars, rental agreements, scheduling, facility scheduling software, etc.) for the purpose of ensuring an up-to-date reference trial.
- Prepares written materials (e.g. calendars, notices, memos, mailings, schedules, etc.) for the purpose of documenting activities and providing written reference.
- Provides individual training and/or refresher training on scheduling software for the purpose of providing appropriate knowledge of system.
- Responds to inquires from various internal and external parties (e.g. district and city staff, community members, etc.) for the purpose of providing information, facilitating communication and/or providing direction.
- Schedules community facility use rentals for the purpose of ensuring the availability of facilities, equipment and/or staff as needed.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: safety

practices and procedures; office methods and practices; maintaining records and files; concepts of grammar and punctuation; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: displaying tact and courtesy; establishing and maintaining effective working relationships with district and community members; and meeting deadlines and schedules.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: public relations; communicating with diverse groups; and handling difficult situations professionally.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

9/16/2014

Revised Date

2/25/2025

Salary Grade

BFS 12