

TITLE: FACILITIES RENTAL MANAGER

QUALIFICATIONS:

1. College Degree preferred
2. Adequate experience as determined by the board
3. Knowledge of security measures, fire prevention and crowd control.
4. Adequate related experience in the area of education, technology, computers and scheduling of events.
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent and or his/her designee

JOB GOAL: Under the direction of the Superintendent and or his/her designee, coordinates facilities planning activities related to the rentals of all Toms River Schools facilities, including school fields, John Bennett Athletic Center and the Arena.

DUTIES AND RESPONSIBILITIES:

1. Have the ability to effectively communicate with staff and public to ascertain needs of the event and then coordinate necessary materials and manpower to ensure success of the rental.
2. Ability to multi task, delegate tasks when needed, initiate work products and be able to work cooperatively with others.
3. Strong analytical communication and human relations skills required. An ability to maintain effective working relations with all district personnel, public and private agencies.
4. Good organizational skills with a knowledge of school district activities, organizations, operations programs and curriculum. Should possess the ability to analyze situations and develop appropriate action plans. Requires an ability to initiate, plan and carry work through to completion without close daily supervision.
5. Must ensure that rentals are scheduled, processed and charged in accordance with Board Policy as well as ensuring that the approved administrative forms and procedures for rentals are utilized.
6. Must evaluate the rental process and forms regularly and make recommendations for improvement and efficiency regarding board policy and administrative procedures where appropriate.
7. Knowledge to navigate computer programs to turn on and off the exterior lighting systems that on tied into district system.
8. Prepare invoices for rentals and ensuring payment of same.
9. Communicate when necessary with users whom are violating the intent of the agreement. Verify that insurance certificates issued to the district are current and enforceable.
10. Strive to reduce costs associated with use of facilities by outside entities.
11. Educate school staff on how to utilize FS Direct for internal activities.
12. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.

FACILITIES RENTAL MANAGER (Continued)

13. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: 5/18/2016

Revision: 8/27/2019