



Facilities Rentals Coordinator

[Position Description](#) | [Qualifications](#)

OVERVIEW

Reporting to the Rentals and Leasing Supervisor, the Facilities Rentals Coordinator supports the bookings of school facilities as per the School District's Community Use of Schools and Grounds Regulation 1330.

POSITION DESCRIPTION

FRC - 1

Answers inquiries, provides information and determines the corresponding fees for the rental of School Board facilities and fields for both internal and external clients

FRC - 2

Provides advice and assistance to prospective users as they create their profiles on the Rentals System and evaluates their applications in accordance with the School District regulation and recommends approval to the Supervisor

FRC - 3

Generates weekend rental reports for custodial and security coverage for weekend property rentals and confirms demand with the Operations Department for staff scheduling

FRC - 4

Prioritizes and schedules school facilities, field rentals and meeting rooms and maintenance demands internal and external clients as per the School District regulation

FRC - 5

Resolves conflicting bookings when school events are planned and commitments need to be relocated to different venues; and tracks actual usage against shared agreement plans to optimize commitments

FRC - 6

Inputs facility, field rentals and field lining, cartage requests and maintenance/operations/capital schedule requests into the rentals database; and generates reports as required

FRC - 7

Coordinates and schedules use of District facilities for School Board, Municipal,

Provincial and Federal elections

FRC - 8

Coordinates equipment, furniture and specific rental requirements for internal and external clients with Schools, and the Maintenance and Operations Department following District standards and guidelines

FRC - 9

Sells liability insurance; calculates and collects insurance payments; tracks insurance purchases for reconciliation with carrier and prepares the cheque requisition for payment to the insurance company, as required (do we collect a fee from the insurance company)

FRC - 10

Issues approved rental agreement permits to external clients

FRC - 11

Generates facility and field rental agreement invoices; collects and records required payments; processes credits and refunds for facility rentals according to established protocol and follows up on accounts that are in arrears

FRC - 12

Generates weekly electronic General Ledger export files and forwards to Financial Services; reconciles cash receipts to the Daily Cash Balance Report generated from the rentals systems for the weekly deposits and forwards to Financial Services; and maintains a petty cash float

FRC - 13

Investigates complaints from staff and clients regarding rentals and resolves routine matters and redirects more complex issues to either the supervisor or manager

FRC - 14

Prepares, processes and files a variety of related items such as forms, records, lists, reports and reference materials

FRC - 15

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

QUALIFICATIONS PROPERTY RENTALS COORDINATOR

EDUCATION	Grade 12 or equivalent and, One year accounting or legal secretarial program certificate
EXPERIENCE	One year of administrative experience in a customer service oriented office OR equivalent combination of education and experience
KNOWLEDGE SKILLS AND EXPERIENCE	<p>Knowledge of bookkeeping principles (Must demonstrate bookkeeping competency by passing a related district test)</p> <p>Knowledge of composing business correspondence</p> <p>Knowledge of database, spreadsheet and word processing applications</p> <p>Keyboarding at 50 W.P.M. or data entry equivalency</p> <p>Ability to give advice and guidance to users of on-line data bases and systems</p> <p>Mathematical ability to perform job related calculations</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to resolve customer conflicts regarding overlapping demands for properties</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a team while exercising tact, judgment and discretion</p> <p>Ability to document, summarize and interpret information</p> <p>Analytical ability</p> <p>Particular attention to detail in order to ensure space conflicts are avoided and safety and security are in place for all users</p>

**WORKING
CONDITIONS**

OCCUPATIONAL REQUIREMENTS

Sufficient vision and hearing to perform related job duties

Able to lift or move up to 18 kg (40 lbs) and operate related equipment

Able to perform related physical and mental activities

Reviewed at JJEC April 2017