

**City of Saratoga
Facility Coordinator
Non Exempt**

Under general supervision of the Facilities Maintenance Supervisor, administers the marketing, scheduling, and coordination of the rental of city facilities.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent classification. Employees at this level perform a full range of assigned duties, and regularly supervise the work of Facility Attendant personnel.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Market and promote the use of city facilities.
- Provide information to the public regarding city facilities by telephone and in person.
- Calculate, receive, and deposit rental fees.
- Prepare and execute rental contracts; accept reservations and deposits for city facilities.
- Maintain detailed schedule of facility rentals and activities.
- Manage event support and coordination.
- Select, train, and supervise Facility Attendant staff.
- Plan, schedule, and monitor work assignments.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND EXPERIENCE

Knowledge of:

- Marketing and sales.
- Recordkeeping and records management.
- Office practices and procedures.
- Personnel management.
- Written and verbal English, including punctuation, spelling, grammar, vocabulary and composition.
- Basic bookkeeping and mathematics.

Ability to:

- Establish and maintain effective working relationships with individuals, community organizations and institutions.
- Select, train and supervise staff.
- Prepare promotional materials.
- Coordinate office functions.
- Prepare and maintain accurate records and reports.
- Operate office equipment, including information and communication devices.

- Communicate clearly, concisely and persuasively, both orally and in writing.

EDUCATION, TRAINING AND EXPERIENCE

- Three years of experience in administrative support, sales, marketing or promotion.

Education: Graduation from high school or the equivalent.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

Duties may involve the following physical skills and environmental exposure:

- The ability to work in standard office and field environments.
- The ability to do considerable walking.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.