



T U L S A

PUBLIC SCHOOLS

Job Title: Facilities Utilization Specialist

Department: Facilities Utilization
Reports To: Treasurer
Grade: CA-16
Number of Days: 12 Months
Security Access: District Wide
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Position Summary: Responsible for all aspects involving rentals of TPS buildings.

Minimum Qualifications:

- At least two years college.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Review all contracts for compliance with District policies, procedures, and state laws involving the rental of school district properties. (30%)
- Secure facilities, initiate contracts, and secure insurance documents for outside agencies who wish to rent a facility. (20%)
- Work with Principals to coordinate outside events with school events. (15%)
- Evaluate and monitor services and performance of contract agreements. (15%)

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of real estate leasing

Supervisory Responsibility:

- Supervises the Facilities Utilization Office

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.