

JOB DESCRIPTION

TITLE FACILITIES ASSETS SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree from a two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze, and interpret technical procedures, governmental regulations, and real estate and land development journals and periodicals. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups, managers, customers and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, area and circumference. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Facility and Real Property Assets Coordinator

GENERAL RESPONSIBILITIES

1. Manages the District's Facility Lease Program
2. Manages and maintains the District's Facility Asset Database.
3. Assists as needed with development approvals, zoning, permitting, site selection and demographics.

SPECIFIC RESPONSIBILITIES

1. Serves as the liaison between District and outside organizations requesting to lease District facilities.
2. Assists as needed during meetings between the school district and the county and municipal governments regarding site acquisition, site plan review, new construction and major renovations or expansions.
3. Coordinates the scheduling of facilities leases between the leasing organization and the administrator of the appropriate District facility to ensure facility availability.
4. Assists as needed with reviews on Planned Unit Developments (PUD) and other residential land development proposals in Collier County to determine the impact on existing and future school capacity. Evaluates and makes recommendations.
5. Prepares appropriate leasing documents for execution by the leasing organization and the District.
6. Prepares necessary instructions to host facility regarding leasing organization's needs for proposed event.
7. Maintains organized records of past and current facilities leases.
8. Assists as needed with the preparation of an annual report regarding student growth projections by geographic area.
9. Collects, enters and maintains an accurate account of all facility attributes in the District Facility Asset Database.

10. Assists managing the District's Facility Inspection Program. Ensures inspections are conducted in a timely manner; ensures facility deficiencies are identified and properly reported. Records facility condition in Facility Asset Database.
11. Assists as needed in the development of school attendance boundaries and rezoning of schools as requested.
12. Coordinates with county officials and officials in other municipalities to obtain appropriate permits for constructing, renovating and remodeling District facilities.
13. Operates a computer, printer, copier, facsimile machine, telephone, engineers' scale, calculator and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
14. Performs other duties as assigned.