

MACUNGIE INSTITUTE
FACILITY MANAGER

JOB DESCRIPTION

General Statement of Duties

The Facility Manager is a part-time, hourly position requiring flexibility in working hours. The Facility Manager serves as building representative for the Borough. Primary duties include promoting the facility for usage and revenue generation, coordinating and scheduling building rentals and special events, monitoring revenues and expenditures, preparing reports, administering various contracts and leases, participating in budget development and administration and ensuring compliance with all applicable policies, procedures and regulations. Duties are varied and require independence, judgment and analytical thinking.

Supervision

Works under the general supervision of the Borough Manager

Essential Duties and Responsibilities

- Develop and implement marketing strategies
- Develop strategies to recommend and coordinate educational, cultural and social programs
- Pursue grant funding
- Promote building use through public speaking, networking and social media
- Assist the Trustees in establishing fundraising strategies
- Develop and maintain positive and effective relations with financial supporters
- Promote effective communication and positive working relationships with Macungie Institute Trustees, elected officials, Borough staff, the public, community groups, businesses, non-profit organizations and the school district
- Greet visitors and conduct tours of the facility
- Recruit, schedule, coordinate and supervise volunteers; maintain records of volunteers' hours
- Schedule, monitor and maintain records regarding use of building. Prepare and submit monthly reports to Manager and Council
- Develop and implement recommendations for rules, policies, fees and hours of operation for use of the building
- Prepare and coordinate press releases, and public relations materials, flyers and pamphlets for programs, activities and special events
- Establish and maintain administrative office and filing system
- Recommend purchasing equipment and supplies consistent with the budget in accordance with procedures developed by the Manager and Council
- Develop recommendations for budget preparation; assist Trustees with development of annual budget; maintain financial records of income and expenses; assure sound fiscal management
- Assist Trustees in the development of recommendations for short and long-term planning

- Attend Trustee meetings and serve as recording secretary maintaining meeting minutes and preparing correspondence as required
- Attend meetings and events as approved by the Borough Manager
- Facilitate use of the video projection and sound system for events and meetings, operate video and sound equipment for when requested
- Coordinate and assist in setting up and tearing down meeting rooms, if applicable
- Maintain and update Macungie Institute website and social media sites
- Maintain inventory of Borough owned building assets
- Perform miscellaneous job-related duties as required
- Use of personal vehicle as needed

Required Knowledge, Skills and Abilities

- Knowledge of media and marketing techniques; finance and budgeting procedures; community resources; general office procedures
- Skills in the use of personal computers, Microsoft Office 365 and software applications for desktop publishing, social media; organizing resources and establishing priorities; public speaking and customer service; records maintenance. Strong interpersonal and communication skills.
- Ability to coordinate and facilitate special events and activities for all age groups; work independently; lead and direct the work of others; adapt to changing priorities and multiple demands; make administrative/procedural decisions and judgments; reason and react calmly and quickly in difficult situations and circumstances; respond politely and courteously to citizen inquiries and complaints; communicate clearly and concisely orally and in writing to groups and individuals, establish and maintain an effective working relationship with Macungie Institute Trustees, Borough staff, elected officials, non-profit organizations, businesses and the public; exercise sound judgment in evaluating situations and making decisions; gather, analyze data and generate reports; work flexible hours, including evenings, weekends and holidays.

Education and Experience Requirements

- High School Diploma or GED.
- Experience directly related to the duties and responsibilities specified.

Tools and Equipment Used

- Personal computer and related software packages, Internet and social media programs, video projection and sound system, telephone, copy machine, fax machine and any other equipment for which specifically trained.

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 frequently required to sit and talk or hear, stand, walk, use hands to handle, feel or operate objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell.
- The employee may occasionally push, pull, lift and/or carry equipment and supplies from 5 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.
- While performing the duties of this job, the employee frequently works in a typical interior/office environment. There is very limited exposure to physical risk.
- The noise level in the work environment is usually moderate.

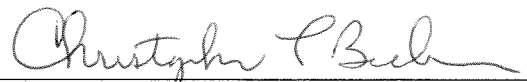
Miscellaneous

- Valid Driver's License required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:



Chris L. Boehm
Borough Manager



Christopher T. Becker
Council President

Effective Date: January 1, 2018

